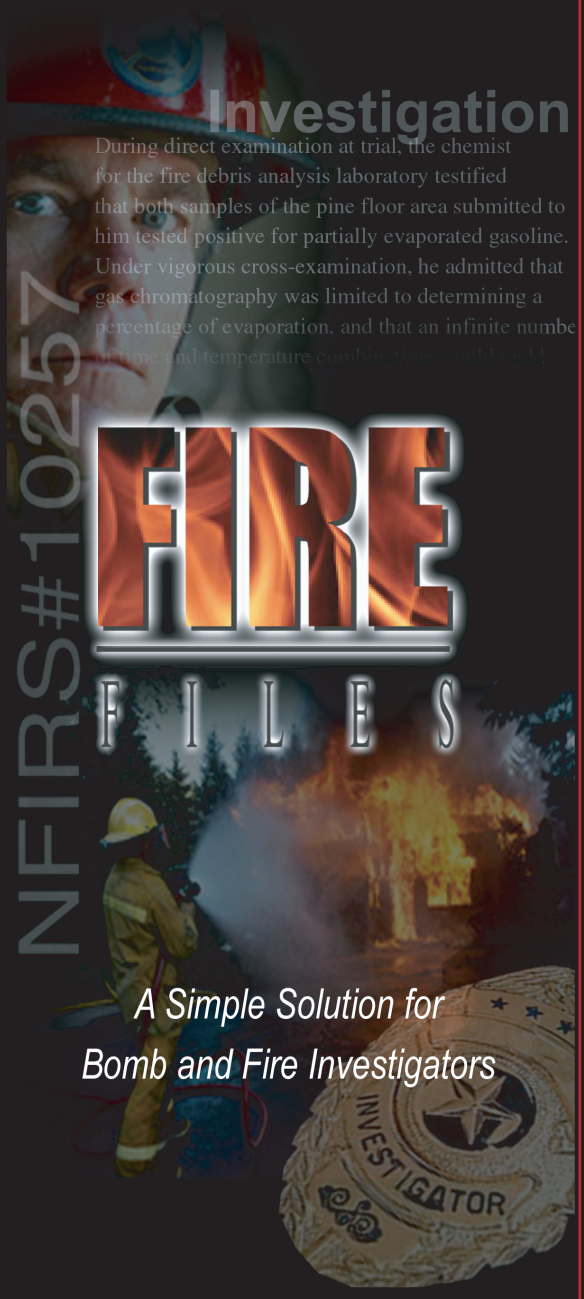
FireFiles Version 6.0.0


Investigation
During direct examination at trial, the chemist for the fire debris analysis laboratory testified that both samples of the pine floor area submitted to him tested positive for partially evaporated gasoline. Under vigorous cross-examination, he admitted that gas chromatography was limited to determining a percentage of evaporation, and that an infinite numbe
NFIRS#10257
FIRE
FILES
A Simple Solution for
Bomb and Fire Investigators
INVESTIGATOR

Product Guide

software for today's investigator

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USER MANUAL

TABLE OF CONTENTS

Main Navigation 5

Case: General Screen 7

Case: Summary/Stats Screen 9

Case Search Screen 10

People Search Screen 11

Case Action Screen 12

Reassign or Add: Investigator 13

Fire Details 13

Bomb Module: General Tab 14

Bomb Module: Threat Tab 14

Bomb Module: Bombs 15

Bombs: New General 16

Bombs: Component Type 16

Bomb: Components 17

RSP – Render Safe Procedure 17

RSP Equipment 18

Structure: General Screen **18**

Structure: Details Screen **19**

Vehicle Information Tab **20**

Wildland: Fire Information Screen **21**

Insurance: General Screen **22**

Insurance: Details Screen **23**

Insurance: People Screen **23**

Mortgage/Loan Information Screen **24**

Person: Adding or Editing a Person **25**

Person: General Screen **26**

Person: Details **26**

Person: Juvenile Screen **27**

Evidence: Photos Screen **27**

Evidence: Select a Photographer **29**

New Picture ..... Error! Bookmark not defined.

Evidence: Catalogue **29**

Evidence: Details **30**

Evidence Transfer **30**

Evidence: Sketch/Misc Screen **32**

Arrests Screen **33**

Adult Arrest Card (Front) Screen **34**

Adult Arrest Card (Back) Screen **35**

Create a Suspect Record **36**

Juvenile Arrest Card (Front) Screen **37**

Juvenile Arrest Card (Back) Screen **38**

Cases Cleared/Remarks (Arrests) Screen **40**

Interviews Screen **41**

Conducting an Interview **42**

Narratives Screen **44**

K-9 Examination Screen **45**

Case Notes Screen **47**

Files Screen **49**

New File Screen **50**

Reports Screen (Report Console) **51**

Report Viewer Screen **52**

Report Dispersal Screen **53**

Export a Report **54**

Report Approval Process **55**

Report Descriptions **58**

Activities **62**

Trips/Mileage **63**

Mileage / Trip **64**

Company Vehicles **65**

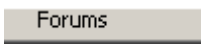
Rolodex Screen **66**

Messages Screen **67**

Read Messages **68**

New Message **69**

Forums Screen **70**



User Forums **71**

Query Builder **73**

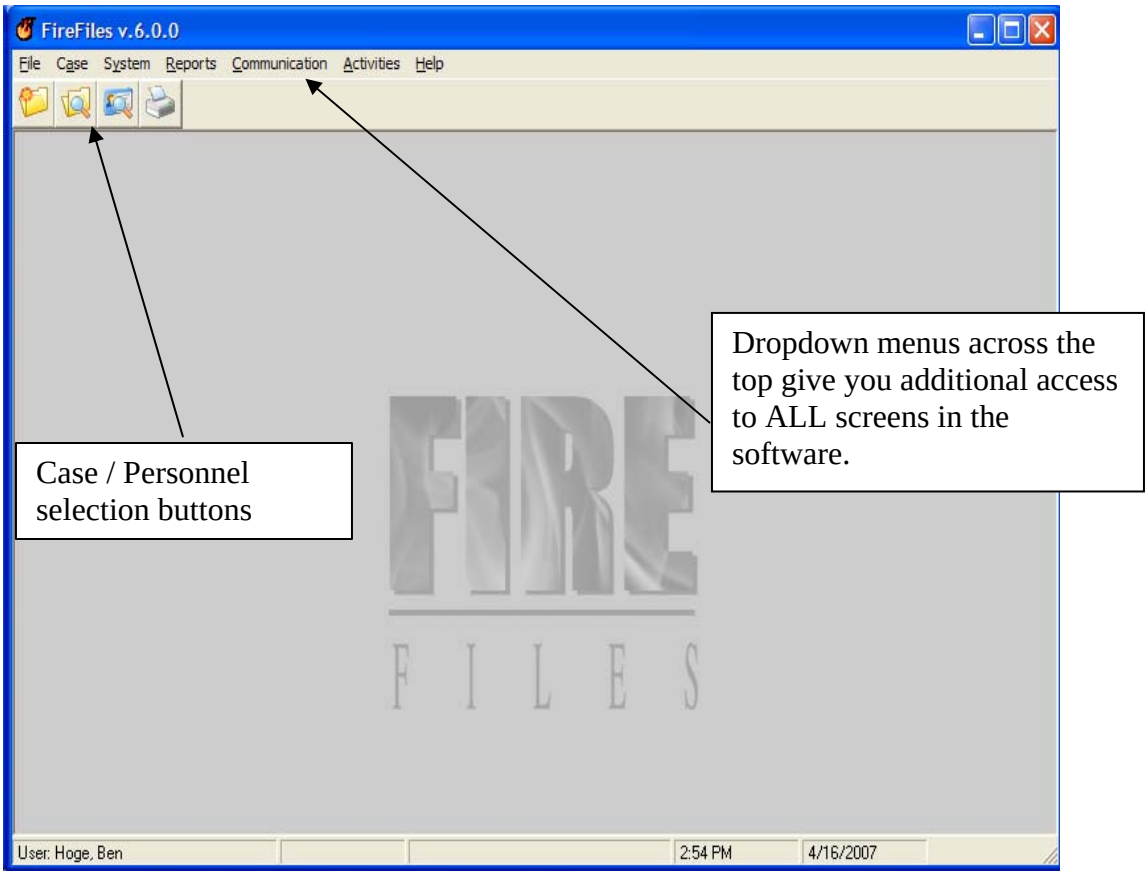
Create/Edit Query **74**

Query Parameter Definitions **75**

Query Results **76**

Main Navigation

You will come to the following screen upon first logging into FireFiles:


FireFiles v.6.0.0
File Case System Reports Communication Activities Help
Dropdown menus across the top give you additional access to ALL screens in the software.
Case / Personnel selection buttons
FIRE
FILES
User: Hoge, Ben
2:54 PM
4/16/2007

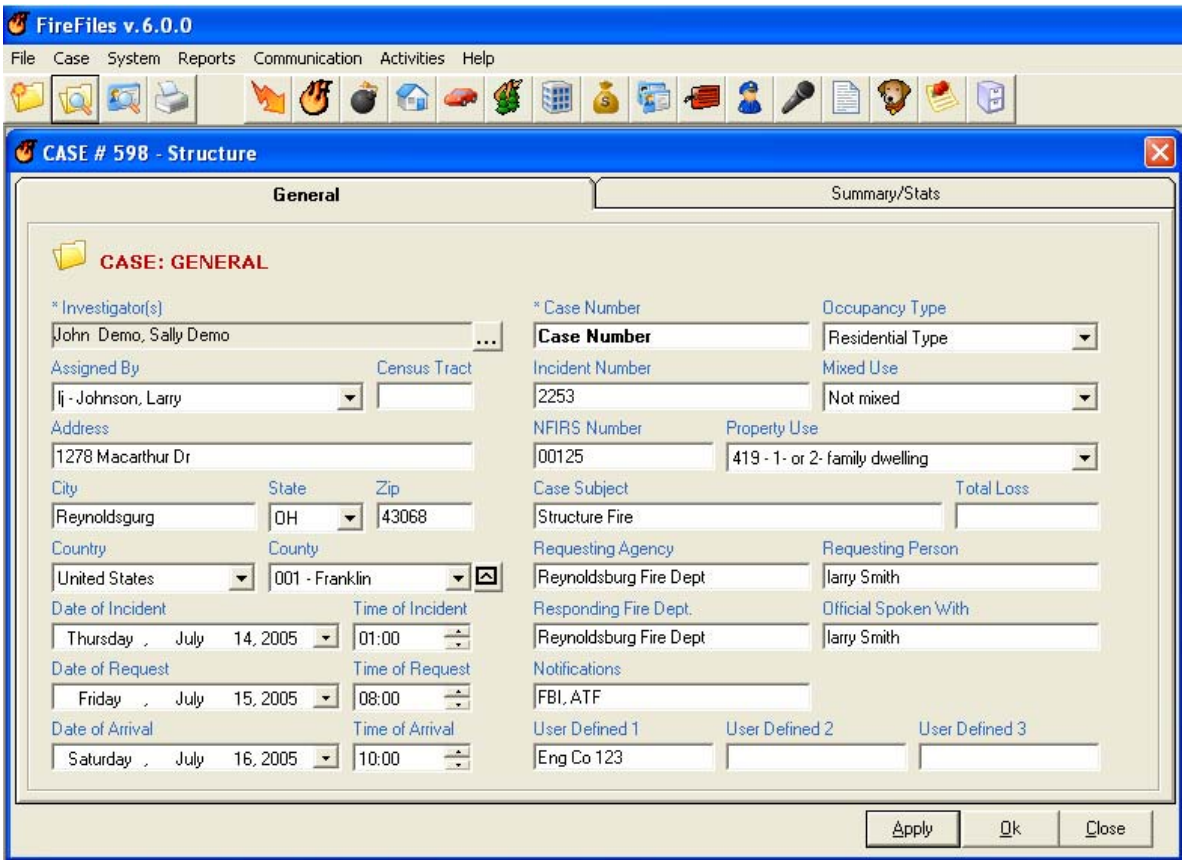
Create a NEW CASE

Open the “Case Search” screen to find and open an existing case

Open the “People Search” screen to build person profiles

Open the “New Reports” screen to produce any FireFiles report

Once you have opened or created a case, you will come to the following screen with all of the case-specific buttons available at the top:



Case Action

Fire Details

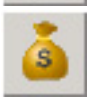
Bomb Details

Structure

Vehicle

Wildland Fire

Insurance

 Mortgage / Loan

People

Evidence

Arrests

Interviews

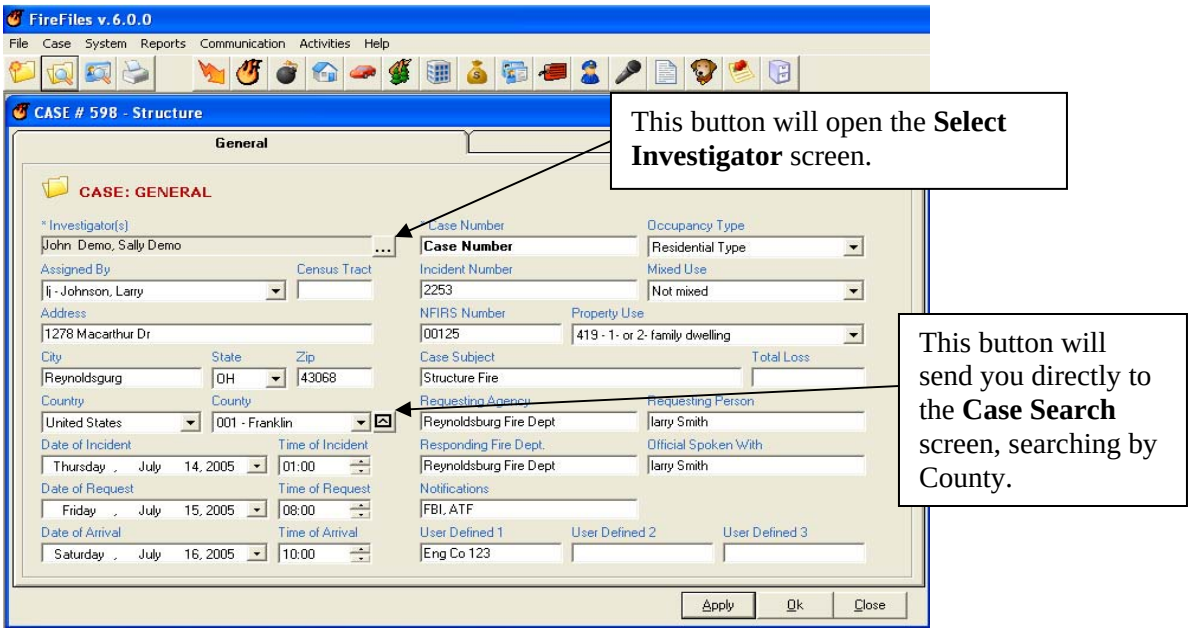
Narratives

K-9 Examination

Case Notes

Files

Case: General Screen


FireFiles v.6.0.0
File Case System Reports Communication Activities Help
CASE # 598 - Structure
General
CASE: GENERAL
This button will open the Select Investigator screen.
This button will send you directly to the Case Search screen, searching by County.
Apply
Ok
Close

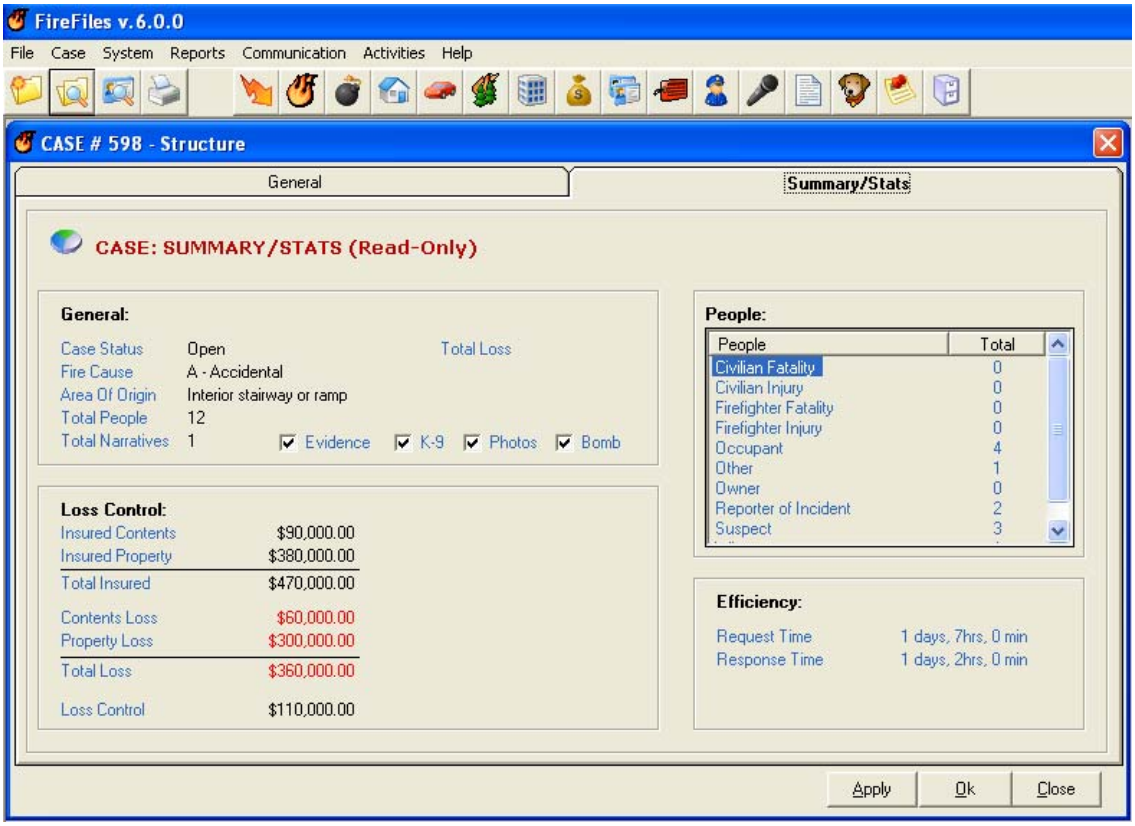
PLEASE NOTE*:* In order to progress beyond the Case screen, you must click or "**APPLY**" or "**OK**" at the bottom of the screen. Doing so will enable all buttons across the top of the FireFiles toolbar. **Apply will save the changes and leave the window open. OK will save the changes and close the window.**

Upon opening or creating a case, this Case screen will appear. Starting from the top left and working in order, the fields and their descriptions are as follows: Please note: All mandatory fields are indicated by an "*" next to the field name.

Field Name	Description
***Investigator(s)**	Required. When Creating a new case, the investigator will default to the logged in user. You may select another user as the investigator or more than one user to have the capability to add information to the case. Only the selected investigators from the investigator list will have that capability. Other investigators *listed* will have the capability to add information into the Interview, Narrative, K-9 and Notes areas, but after you have saved the new case to that investigator by clicking "Apply or Ok", that individual must "re-assign" the case, in order for that case to have a change of lead.
Assigned By	Select from drop down list
Census Tract	Small, relatively permanent statistical subdivisions of a county
Address	Address of incident location.
City	City of incident location.
State	State of incident location. NV default value.
Zip	Zip of incident location.
Country	Country of incident location.
County	County of incident location. Select from drop down list.

Date of Incident	Fire start date. Select from the calendar date-picker or type in date manually using arrow buttons.
Time of Incident	Fire start time. Select time using the up-down buttons or type in the time manually.
Date of Request	Investigation request date. Select from the calendar date-picker or type in date manually using arrow buttons.
Time of Request	Investigation request time. Select time using the up-down buttons or type in the time manually.
Case Number	Manual assignment of case # for your FireFiles case. Upon saving your case, FireFiles will check for duplicate case #'s on your system and alert you if there is a conflict.
Occupancy Type	NFIRS occupancy type from the dropdown list.
Incident Number	This can be filled out at your discretion. This is an open field to declare any formal incident numbers that are assigned to the fire investigation.
Mixed Use	Select NFIRS mixed use property from the dropdown. (If applicable).
NFIRS Number	National Fire Incident Reporting System # associated with the investigating agency. This may not apply to all agencies.
Property Use	Select NFIRS property use from the dropdown list.
Case Subject	This can be filled out at your discretion. This is an open field to better describe the investigation type (ex. "Suspected arson" or "Vacant structure fire").
Total Loss	Total value estimation of the entire incident.
Requesting Agency	Agency requesting investigation. Freeform.
Requesting Person	Agency official's name requesting investigation.
Responding Fire Department	Fire department responding to original fire call.
Official Spoken With	Official representing the responding fire department.
Notifications	This can be filled out at your discretion. This is an open field to declare any formal notifications you make in relation to the fire investigation; either additional agencies notified or notification codes used by your agency (ex. FEMA notified; notification code 55648; etc.).
User Defined 1,2,&3	Can be customized to collect addition information not included on this form. (The information will not print on any report)

Case: Summary/Stats Screen

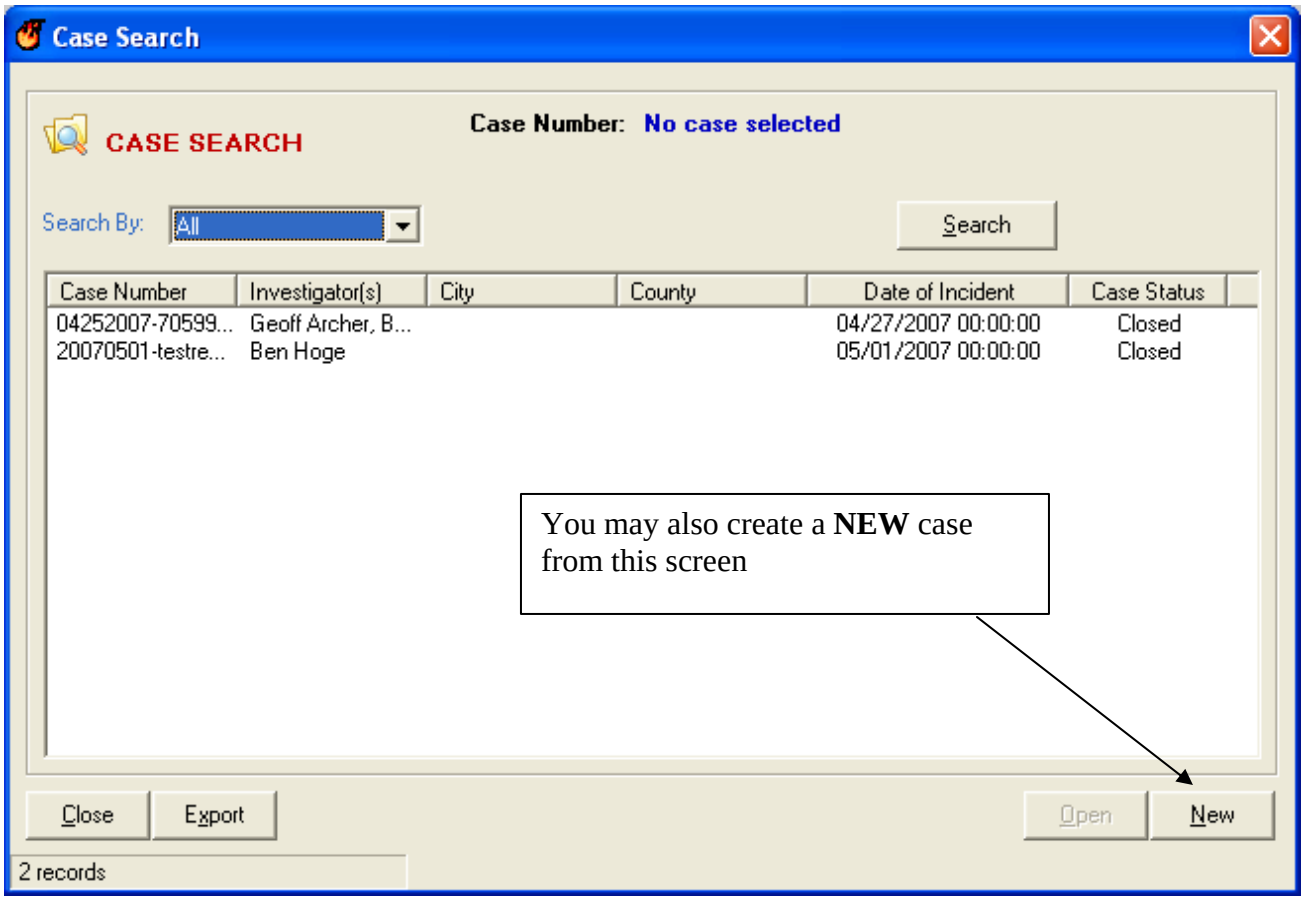


All information contained on this screen is read-only. Data is calculated based on information contained throughout the case.

Category Headers	Description
General:	Indicates a summarization of the call information.
People:	Indicates each individual Case roles and the number of person involved within the case.
Efficiency:	Difference between the notification time and first vehicle on scene. Difference between arrived and available or cleared.
Loss Control:	Indicates the amount that the property and content was insured for. Once the amount of loss is determined the total loss in calculated and reported on.

Case Search Screen

You may utilize this screen to open an existing case or to search for existing cases. Select any of the options from the "Search By" drop down to proceed. You then choose the ALL, Investigator, County, Case Number, Incident Number, date of Fire, Date Opened, Date Closed, or Person's last name and click the "Search" button to return a set of matching cases.

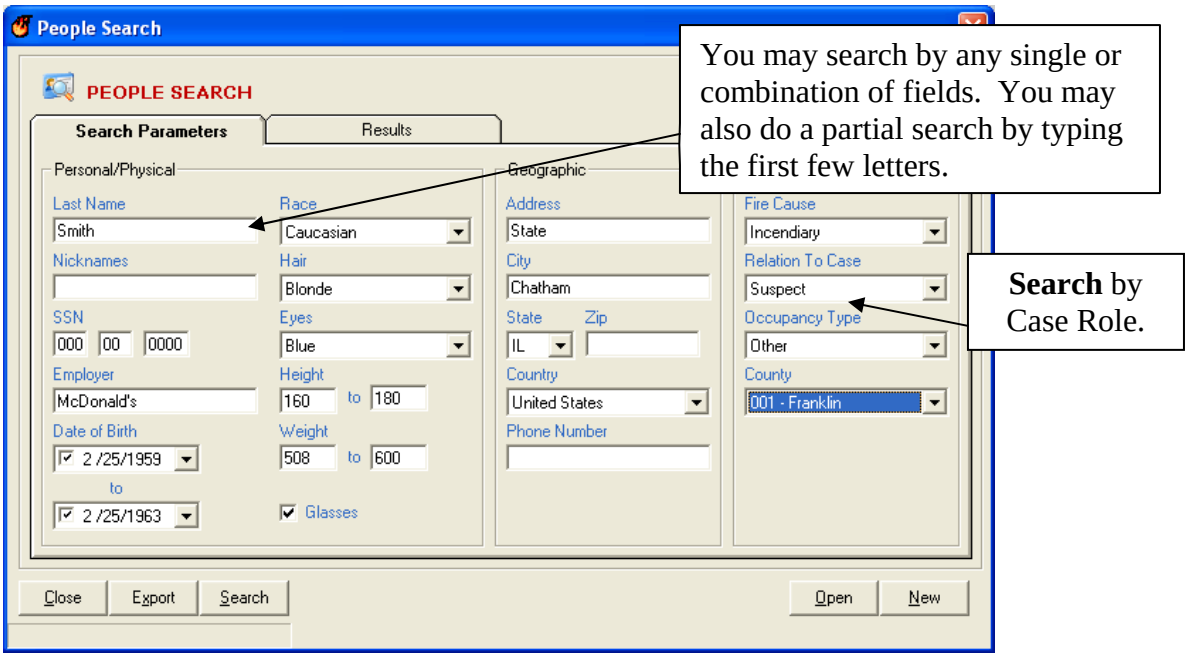


Once you have found the **case you wish to open**, highlight that case and click "Open" or double click.
Click on the **Export button** to export the search results to an .XLS file. (Excel).
Only the Administrator can **Delete** a case. Highlight the case and select **Delete**.

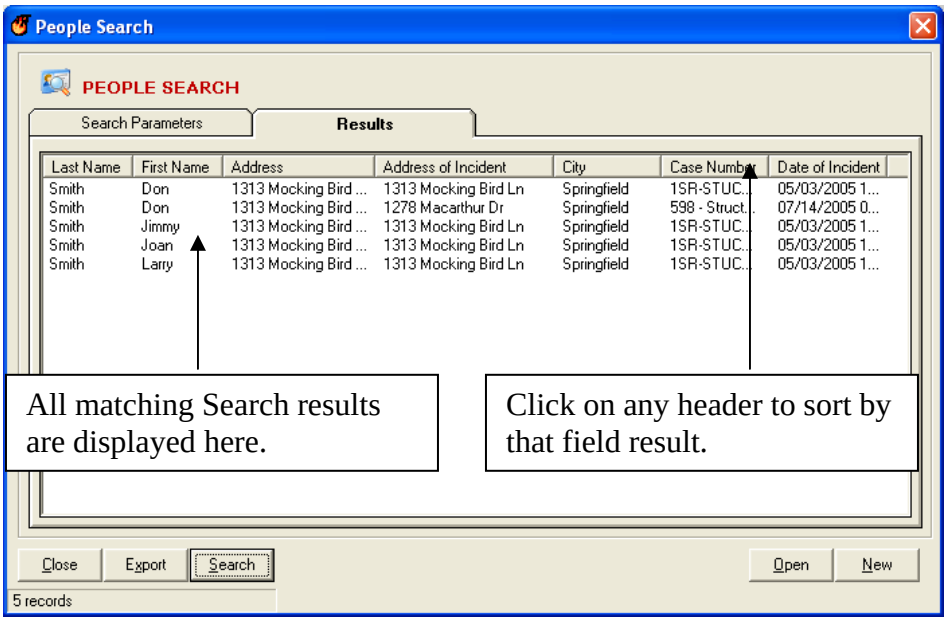
Case Search by…..

People Search Screen

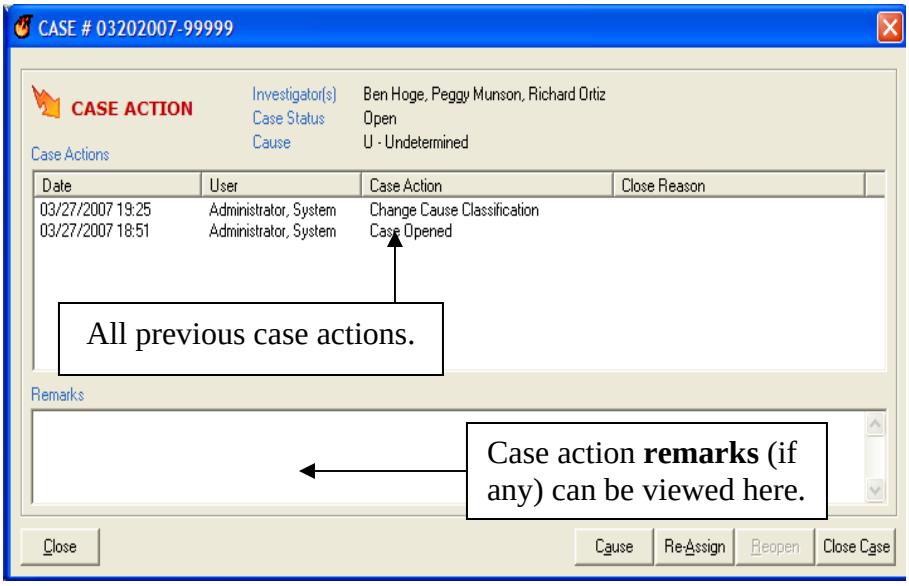
This screen serves as an organizer with search & sort capabilities for all people in your database. You may select any field of which to search personnel by. To search for a person's "role", (ex. Witnesses), you select from the dropdown on the right of the screen as shown here. Click the Search button.



- You may **add a new person** to the case by clicking "**New**" at the bottom of the People Search Screen when *A CASE RECORD IS OPEN*
- Build person profiles based on personal/physical, geographic and/or case-specific parameters and return results of all matching people in your database.
- You may enter parameters in as many or as few fields as you want to perform your **people search.** After entering your Search Parameters, select the "**Search**" button, and the Results tab will display the data that meets <u>all of your search criteria</u>.


People Search
PEOPLE SEARCH
Search Parameters
Results
Last Name
First Name
Address
Address of Incident
City
Case Number
Date of Incident
Smith Don 1313 Mocking Bird ... 1313 Mocking Bird Ln Springfield 1SR-STUC... 05/03/2005 1...
Smith Don 1313 Mocking Bird ... 1278 Macarthur Dr Springfield 598 - Struct... 07/14/2005 0...
Smith Jimmy 1313 Mocking Bird ... 1313 Mocking Bird Ln Springfield 1SR-STUC... 05/03/2005 1...
Smith Joan 1313 Mocking Bird ... 1313 Mocking Bird Ln Springfield 1SR-STUC... 05/03/2005 1...
Smith Larry 1313 Mocking Bird ... 1313 Mocking Bird Ln Springfield 1SR-STUC... 05/03/2005 1...
Close
Export
Search
Open
New
5 records
All matching Search results are displayed here.
Click on any header to sort by that field result.

Case Action Screen

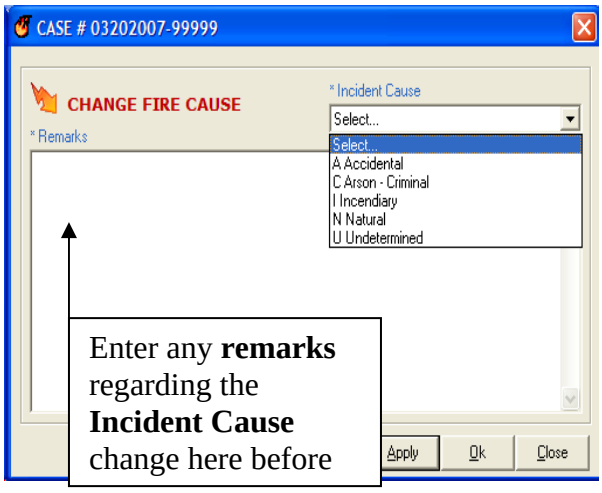


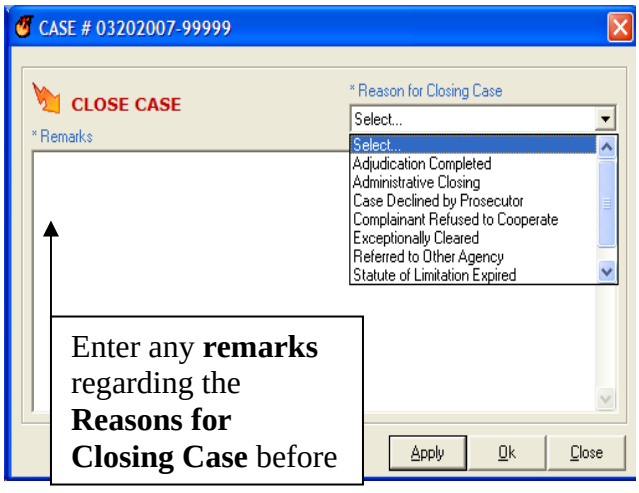
The Case Action screen allows you to make 4 types of changes to the current case:

1. You may **change the Incident Cause** by clicking the "Cause" button at the bottom of the screen. Select the INCIDENT Cause.

2. You may **close the current case** by clicking the "Close" button at the bottom of the Case Action screen. Select the **Close Reason**.

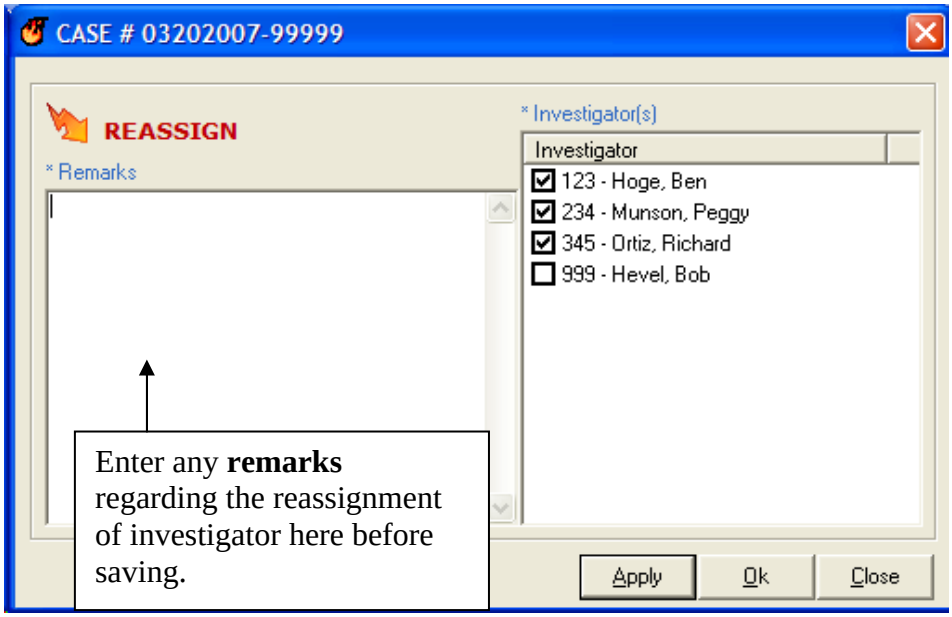
3. If a case has already been closed, you may **reopen the case** by clicking the "Reopen" button at the bottom of the Case Action screen. Only the investigator that closed the case can reopen that particular case. The administrator has that capability as well. Remarks may be added as to the action reason.





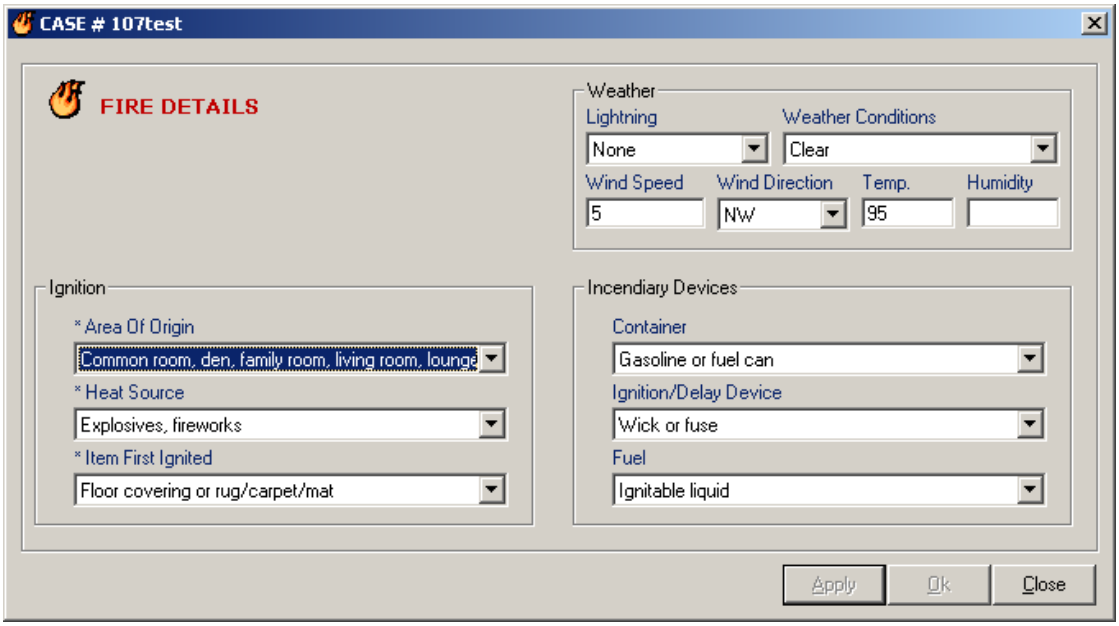
Click the "**APPLY**" or "**OK**" *button* at the bottom of the screen to save all of the changes to either screen.

Reassign or Add: Investigator



You may **reassign or add one or more investigators to the current case** by clicking the "Re-Assign" button at the bottom of the Case Action screen. Make the appropriate change from the dropdown.

Fire Details



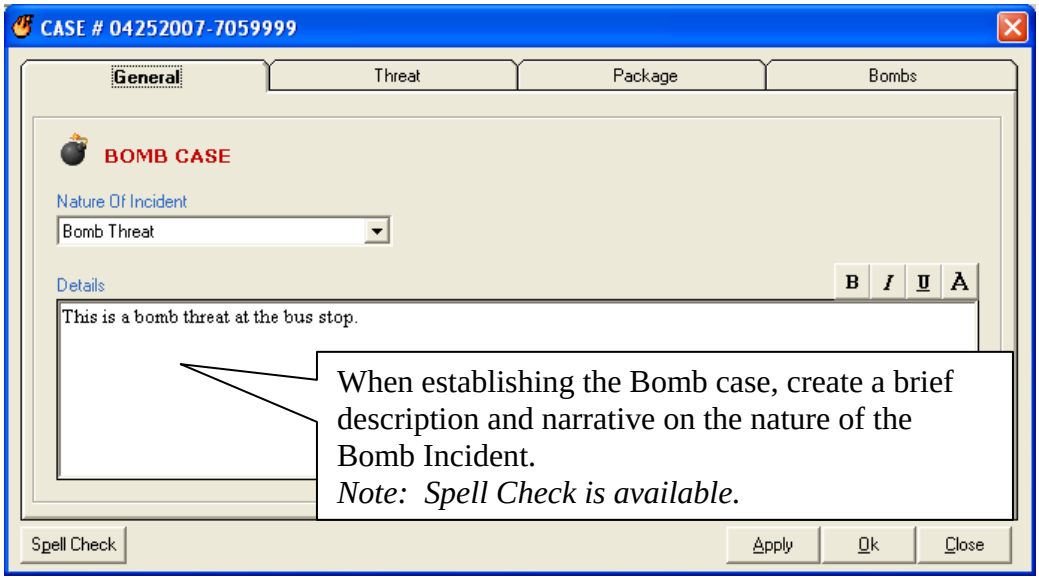
Fields	Description
***Area of Origin**	NFIRS compliant select from the dropdown. Required.
***Heat Source**	NFIRS compliant select from the dropdown. Required.
***Item First Ignited**	NFIRS compliant select from the dropdown. Required.
Weather Factors	If the weather impacted the call, fields are optional entry.

Container	*Incendiary Device* container selection. NFIRS compliant.
Ignition/Delay Device	*Incendiary Device* Ignition device selection. NFIRS compliant.
Fuel	*Incendiary Device* Fuel selection. NFIRS compliant.

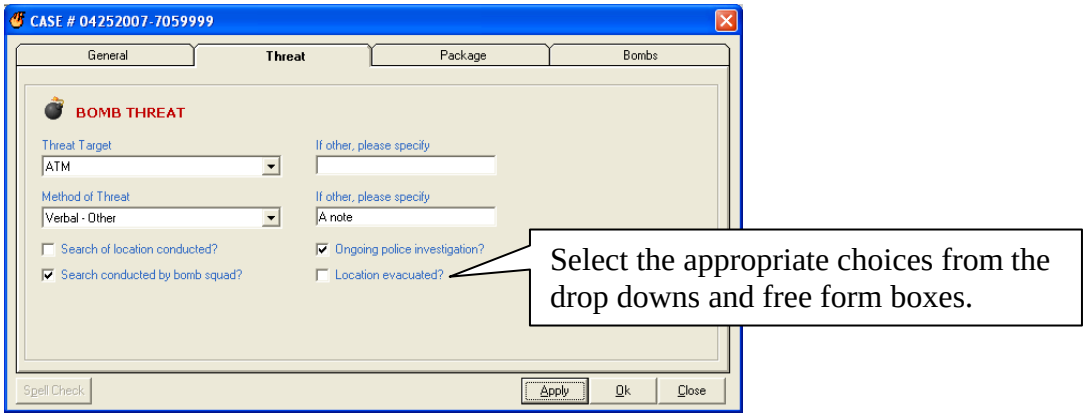
The Fire Details screen is where you would enter information related to a fire. You would enter information about the Ignition, Weather conditions and Incendiary Devices.

Bomb Module: General Tab

The Bomb module is where you would enter information related to a bomb incident. Enter information about the Nature of Incident and Details.



Bomb Module: Threat Tab

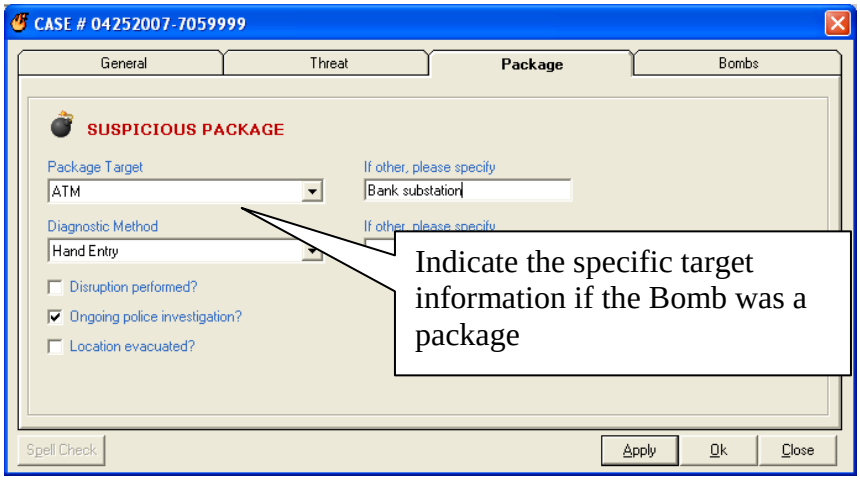


If the bomb has an associated threat or threat target, indicate this information on the threat tab.

Fields	Description
Threat Target	Where the threat was located. Also, other information if available.
Method of Threat	The method the threat was delivered. Also, other information if available.

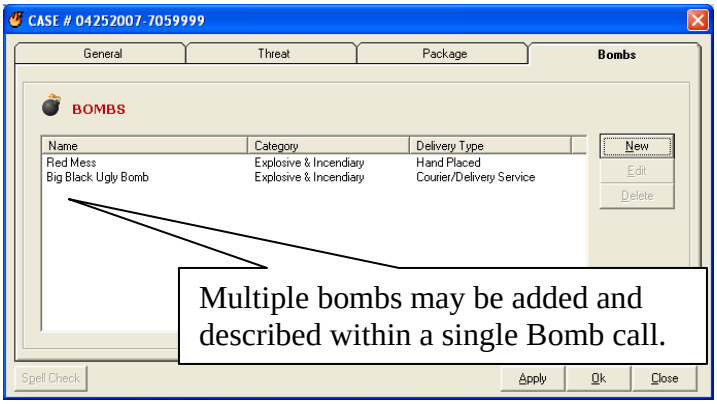
Search of location conducted	If a search was conducted enter a check mark.
Search conducted by bomb squad	If the bomb squad conducted a search enter a check mark.
Ongoing police investigation	If there's an ongoing police investigation enter a check mark.
Location evacuated	If the location was evacuated enter a check mark.

Bomb Module: Package Target



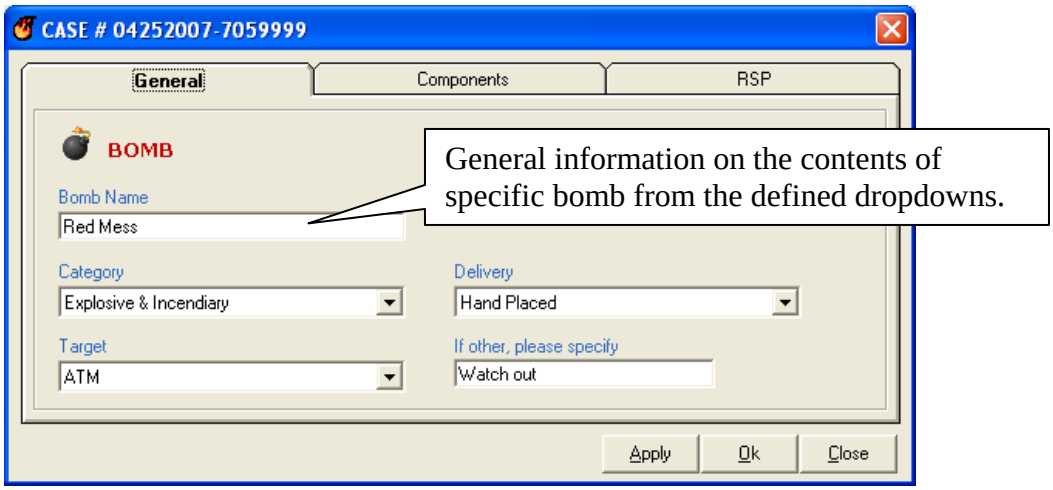
Enter information related to the Suspicious Package such as the package target and the diagnostic method and if other information occurs. Place a check mark in the areas if a disruption was performed, if there were an ongoing police investigation or if the location was evacuated.

Bomb Module: Bombs



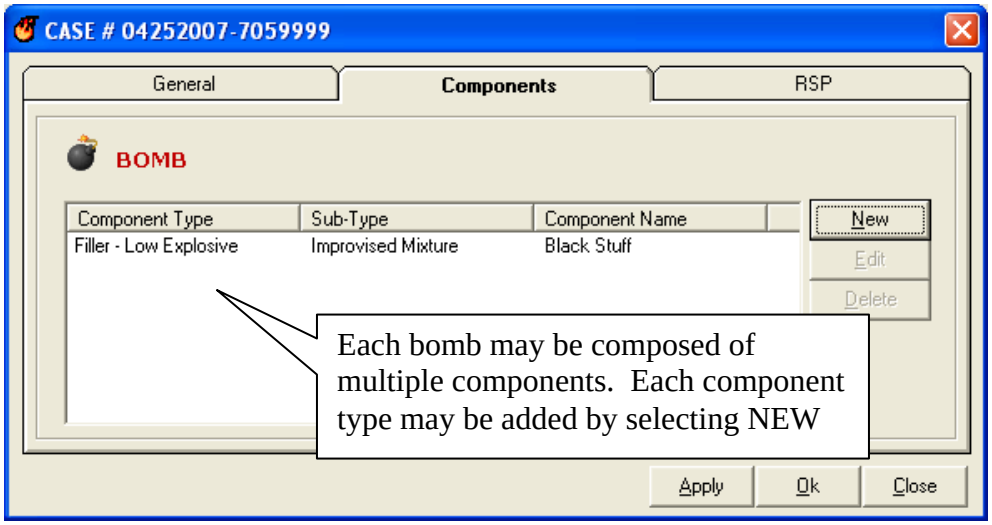
Click **New** to enter information related to the bombs. This information is input on the General, Components, and RSP screens

Bombs: New General



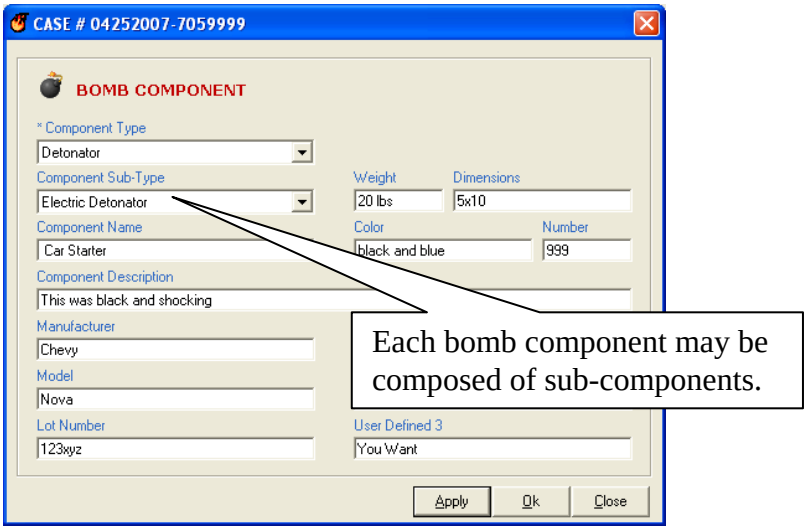
Fields	Description
Bomb Name	The name of the bomb by description, event of title
Category	Type of bomb or device
Target	The place or location intended for the explosive.
Delivery	The manor in which the device was delivered.
Other	Other information related to the bomb.

Bombs: Component Type



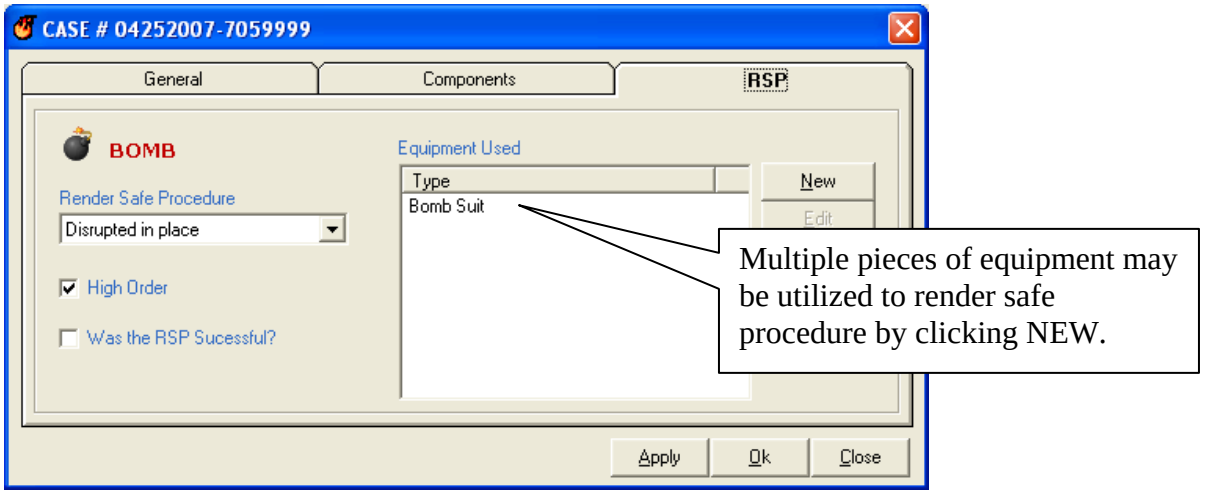
The component screen displays information related to the components of the bomb. Click New to enter this information from the **Bomb Component** screen.

Bomb: Components



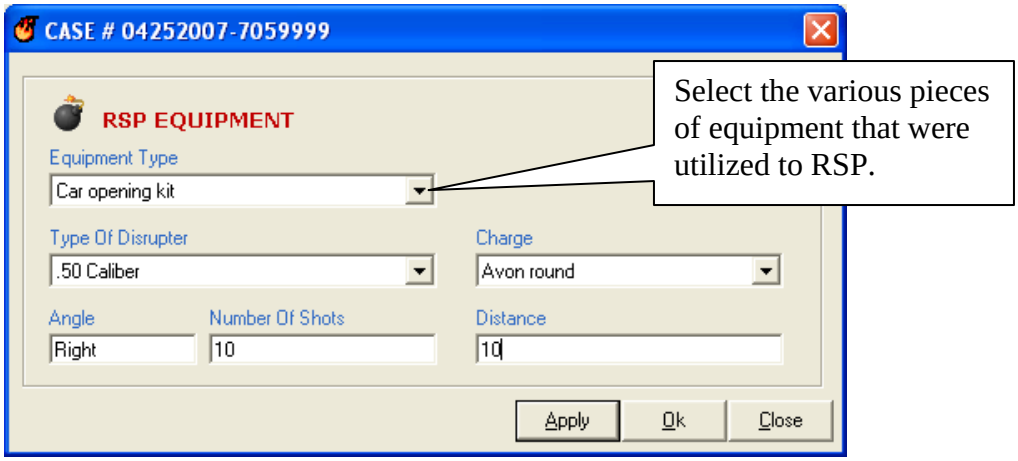
Field Names	Description
Component Type	Various selections in dropdown
Component Sub-Type	Select if bomb has a secondary component
Weight/Dimensions	*Freeform* entry of size
Component Name	*Freeform* name of component
Color/Number	*Freeform* descriptive fields
Manufacturer/Model/Lot	*Freeform* description fields

RSP – Render Safe Procedure



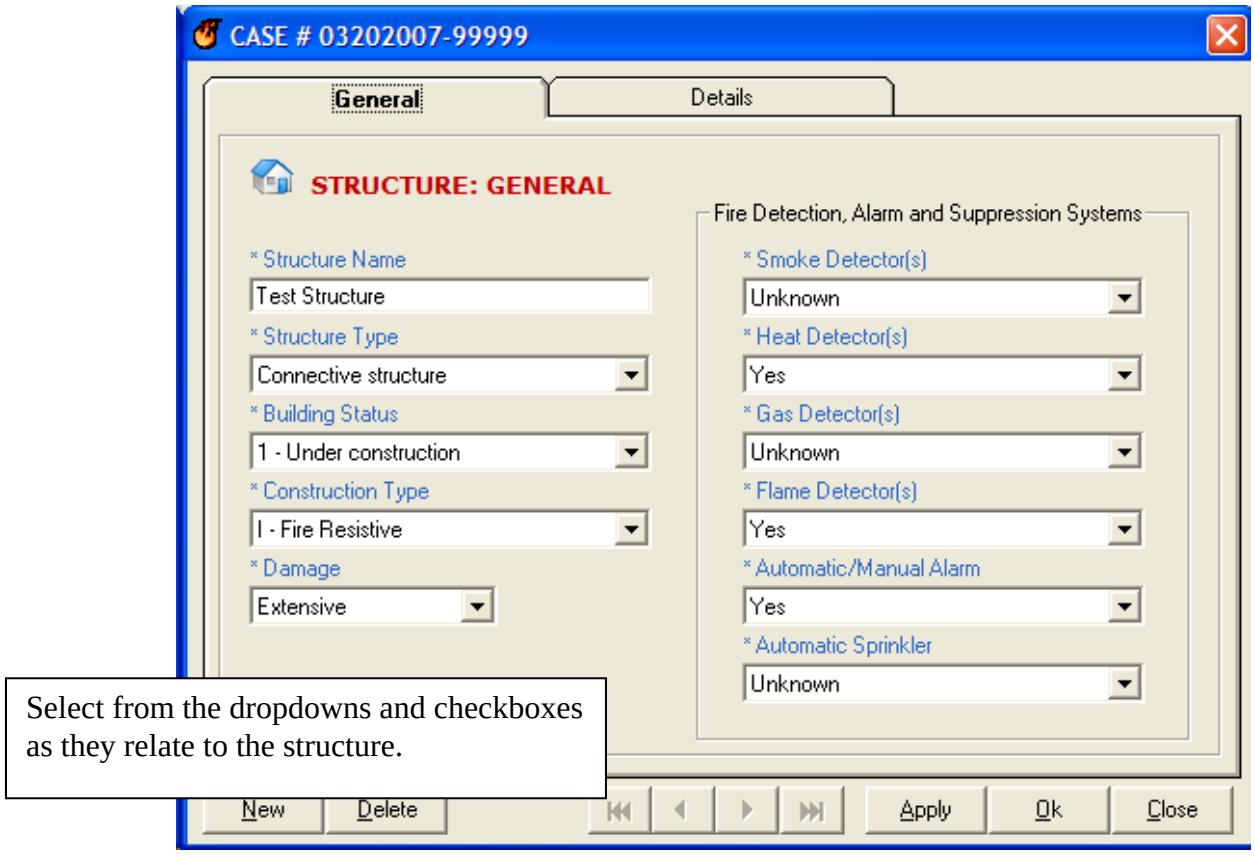
The Bomb RSP screen displays information related to the Render Safe Procedure and the equipment used. Place a check mark if it were a High Order and if the procedure was a success.

RSP Equipment



Fields	Description
Equipment Type	Type of equipment used for the RSP
Type of Disrupter	Type of disrupter used in the RSP
Angle	At what angle the disrupter was discharged the RSP
Number of shots	How many times the disrupter was discharged
Charge	Type of round discharged in RSP
Distance	How far the disrupter was from the device.

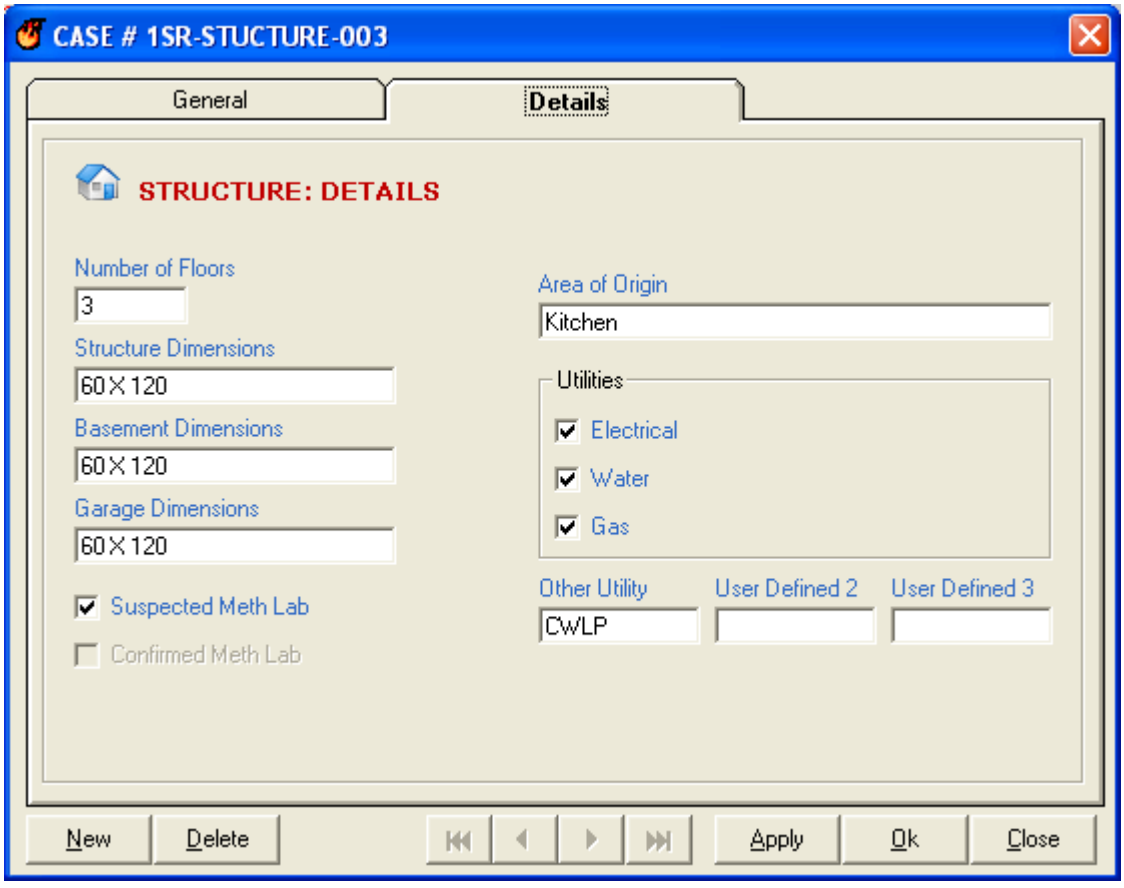
Structure: General Screen



Field Name	Description
Structure Name	*Freeform* General descriptive title for structure.
Structure Type	Select NFIRS type from the dropdown list.
Building Status	Select NFIRS building status at time of incident.
Construction Type	Select NFIRS construction type from the dropdown list.
Damage	Select from the dropdown to describe the level of damage caused by the fire.
Fire Detection, Alarm and Suppression Systems	Select from the 6 dropdowns as they relate to the structure.

1. Click the "**APPLY**" or "**OK**" button at the bottom of the screen to save all of the changes to the Structure screen.
2. Navigate through the multiple Structures (within a case) using the VCR buttons at the bottom of the screen:

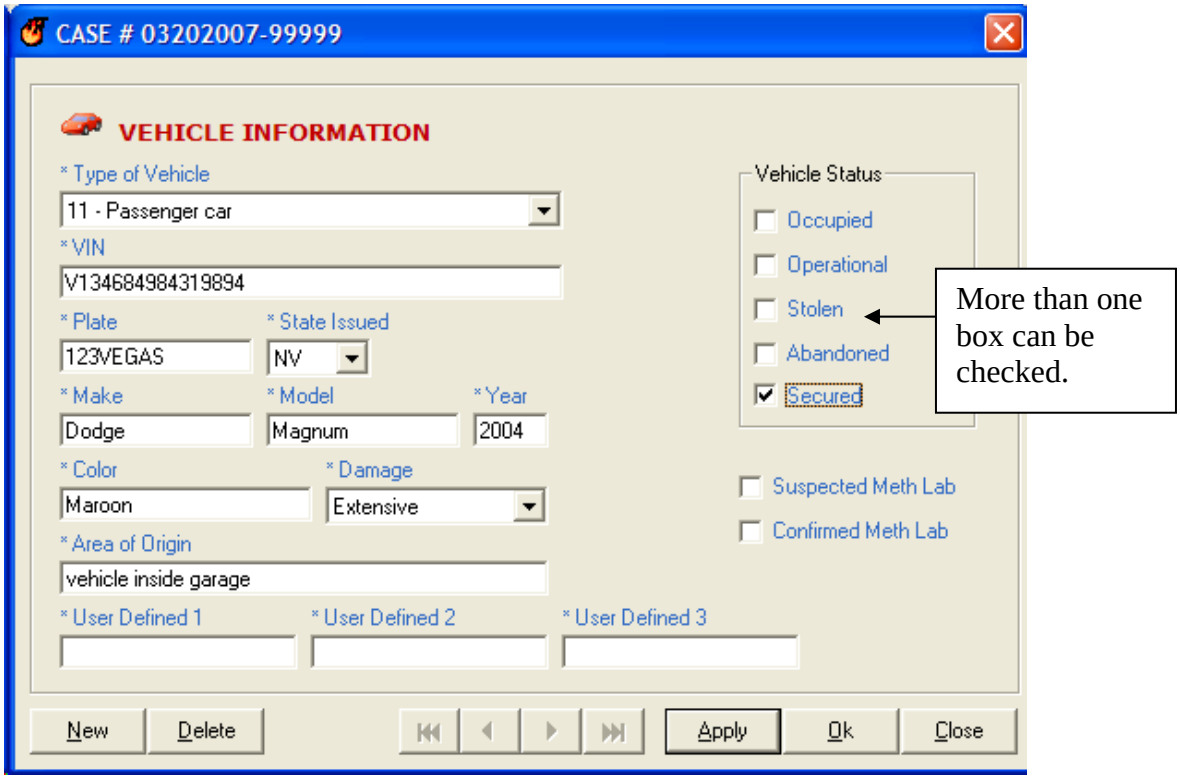
Structure: Details Screen



Field Name	Description
# of Floors	Enter the structure's number of floors.
Structure Dimensions	Square footage or physical length x width dimensions of the structure.
Basement Dimensions	Square footage or length x width dimensions of the structure's basement (if applies).
Garage Dimensions	Square footage or length x width dimensions of the structure's attached garage (if applies).
Suspected/Confirmed Meth Lab	Check box if methamphetamine lab is suspected or confirmed
Area of Fire Origin	Description for area of the structure where the fire originated.
Utilities	Check the boxes that were functional at the time of the incident.

Click the "**APPLY**" or "**OK**" button at the bottom of the screen to save all of the changes to the Structure.
Navigate through multiple structure records using the VCR buttons at the bottom of the screen:

Vehicle Information screen

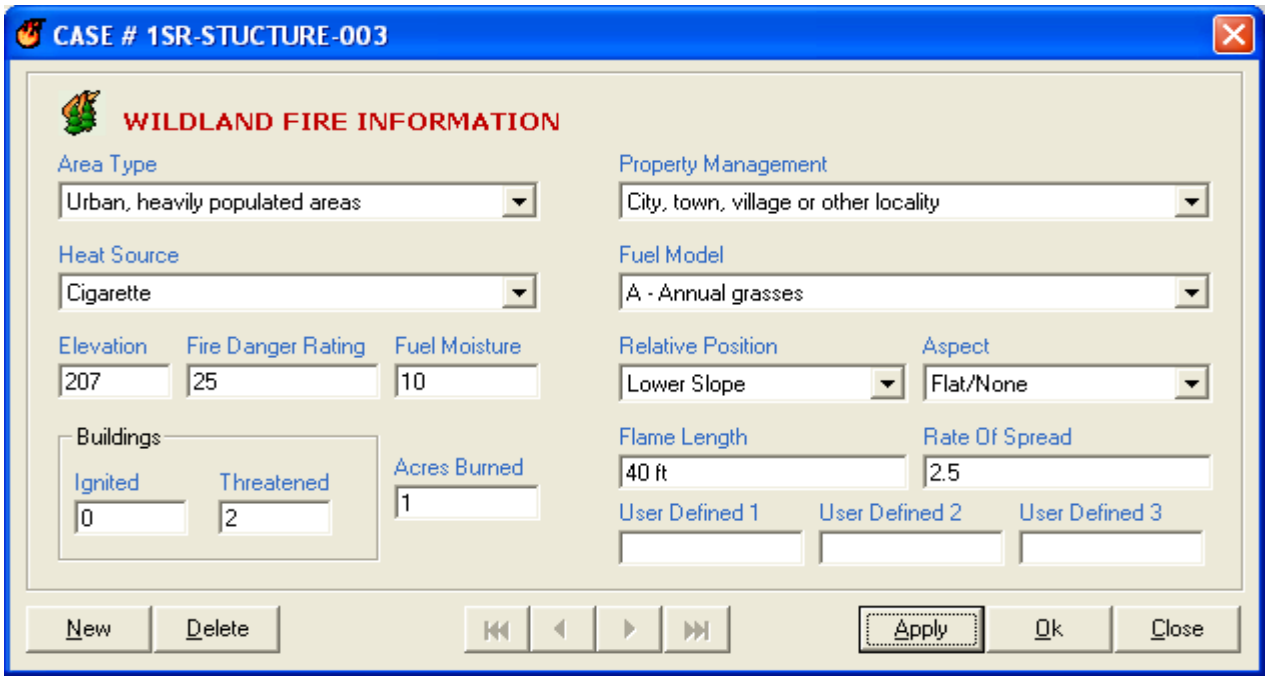


Field Name	Description
Type of Vehicle	Select from the dropdown list.
VIN	Enter the vehicle identification number.
Plate	Enter license plate number.
State Issued	Select from the dropdown list.

Make	Enter vehicle make (ex. Nissan, Ford, etc.).
Model	Enter vehicle model (ex. Maxima, F150, etc.).
Year	Enter vehicle year.
Color	Enter vehicle color(s.).
Damage	Select from the dropdown list.
Area of Fire Origin	*Freeform* Description for area of the vehicle where the fire originated.
Vehicle Status	Check the boxes that apply to the vehicle status.
Meth Lab boxes	Check if one of the methamphetamine boxes applies.

1. Click the "**APPLY**" or "**OK**" button at the bottom of the screen to save all of the changes to the Vehicle screen.
2. Navigate through multiple vehicle records using the VCR buttons at the bottom of the screen:

Wildland Fire Information



Field Name	Description
Area Type	Select NFIRS code from the dropdown list.
Heat Source	Select NFIRS code from the dropdown list.
Elevation	Enter the elevation at fire origin.
Fire Danger Rating	Enter the fire danger rating at time of incident.
Fuel Moisture	Enter the fuel moisture in a percentage.
Buildings	Enter number of buildings ignited and threatened.
Acres Burned	Enter number of acres burned during incident.
Property Mgmt at Origin	Select from the dropdown.

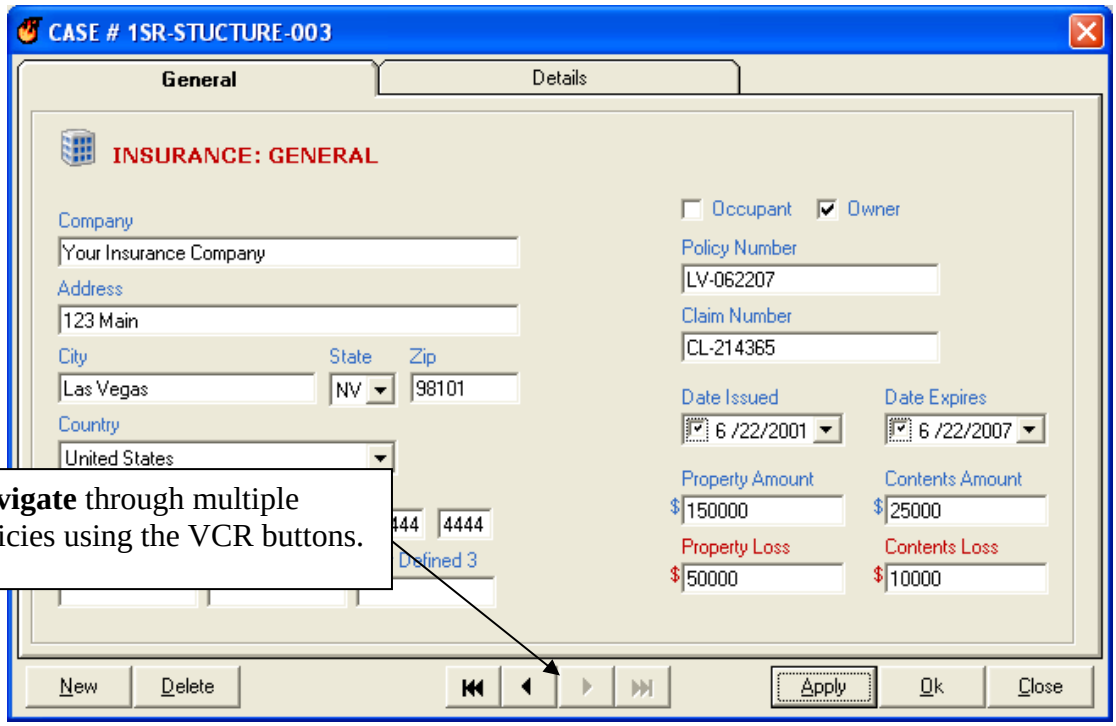
Fuel Model at Origin	Based on National Fire Danger Rating System (NFDRS).
Relative Position	Select from the dropdown list.
Aspect	Select from the dropdown list.
Flame Length	Enter flame length
Rate of Spread	Enter rate of spread in a measure of chains per hour.

1. You may enter additional records by clicking the "**New**" button.
2. After entering data on each wildland fire record, click the "**Apply**" or "**OK**" button.

3. To delete the displayed wildland fire record, click the "**Delete**" button.
4. Navigate through the multiple wildland fire records using the VCR buttons.

Insurance: General Screen

Insurance policy information is stored in this module. Enter all data pertaining to policies related to this case for owners and occupants.

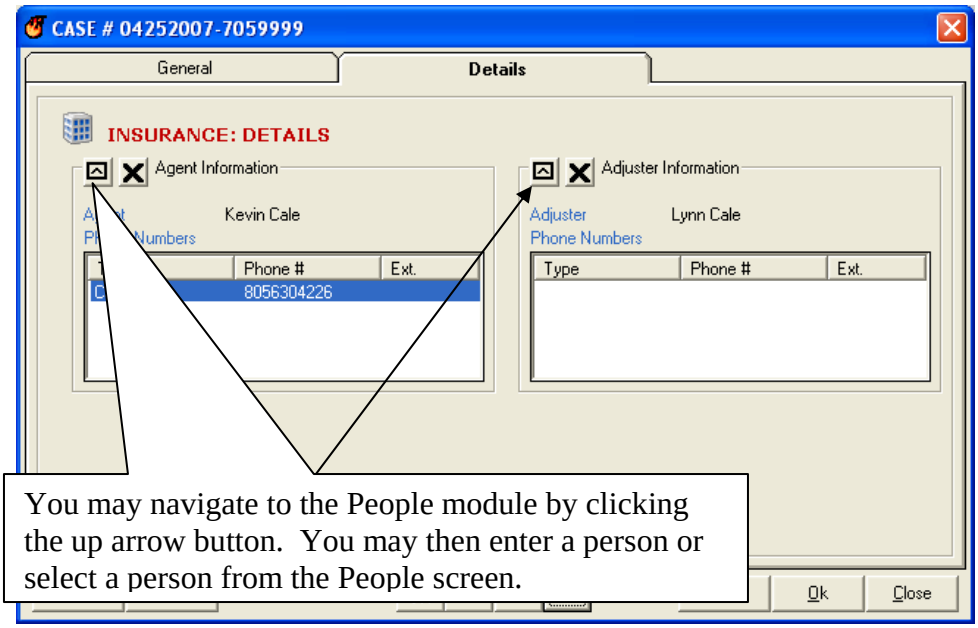


1. You may enter additional policies for vehicles or structures by clicking "New".
2. After entering data on each policy, click the "**APPLY**" or "**OK**" button.
3. To delete the displayed insurance record, click the "**Delete**" button.

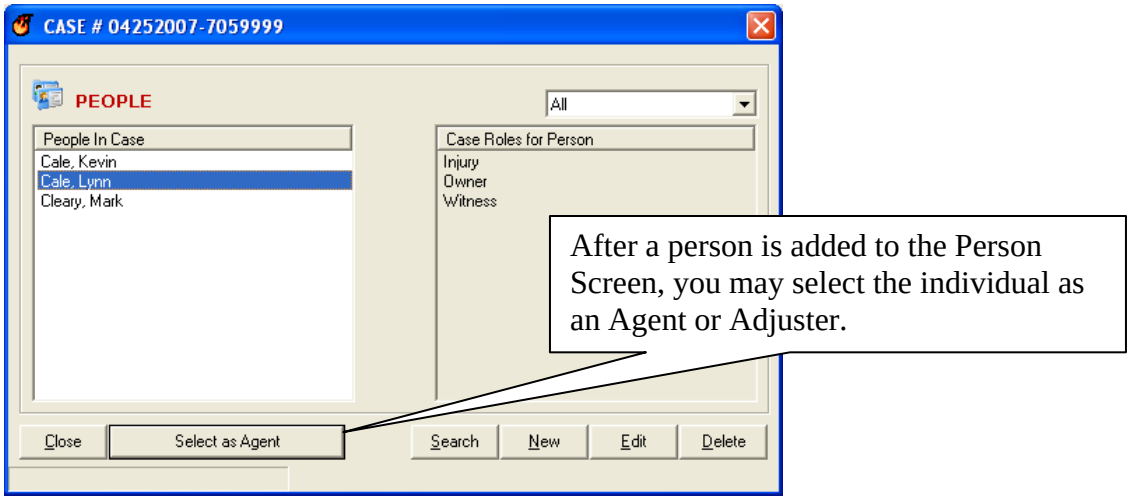
Field Name	Description
Company	Insurance company name.
Address, City, State, Zip, Country	Insurance company location.

Phone, Fax	Enter the numeric value. The field will automatically advance when the correct number of digits are filled in.
Occupant/Owner boxes	Check if the policy covers the occupant and/or owner.
Policy #	Vehicle/structure policy number.
Claim #	Claim number associated with the incident, if applicable
Date Issued	Origination date of policy.
Date Expires	Policy expiration date
Property Amount	Dollar amount insurance policy covers for the property
Contents Amount	Dollar amount insurance policy covers for the contents.
Property Loss	Dollar amount of property loss
Contents Loss	Dollar amount of contents loss.

Insurance: Details Screen

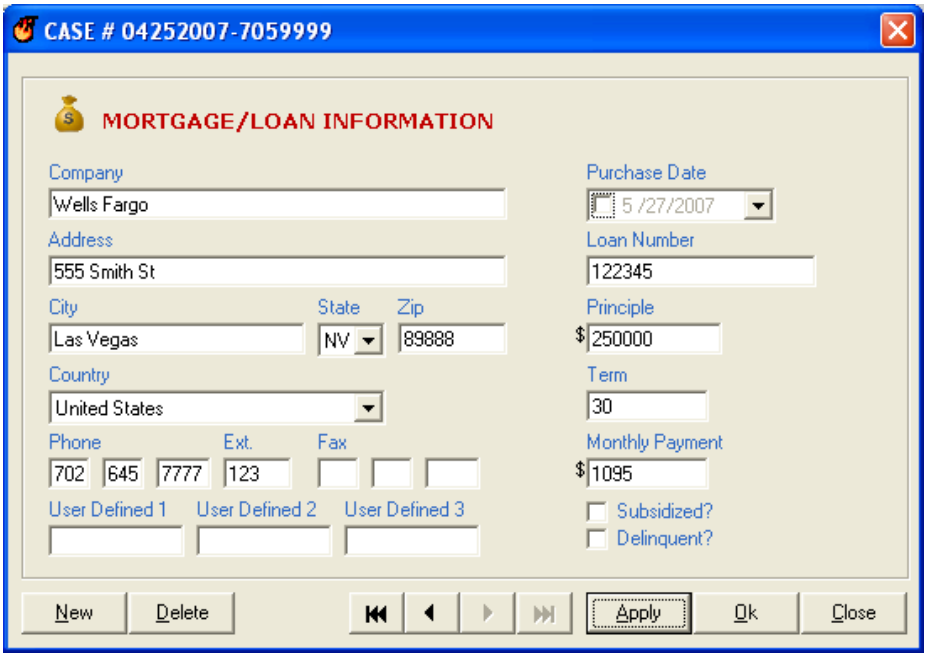


Insurance: People Screen



Selecting a person will display the various case roles of the individual. You may edit roles of existing person by clicking **edit** with the person selected. You may add a new person that is not in the peoples database by clicking new and then entering their profile information.

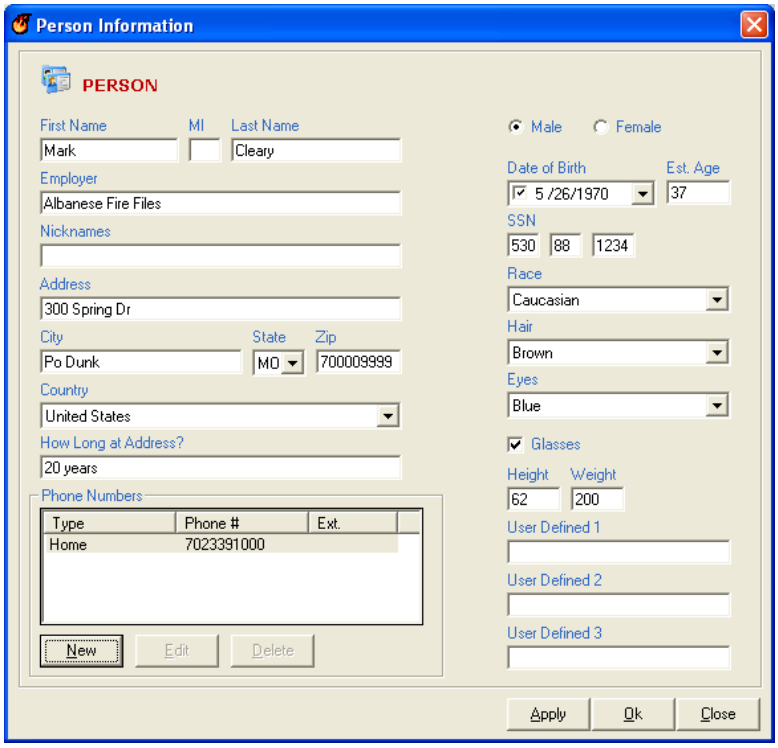
Mortgage/Loan Information Screen



1. All mortgage and loan information is stored in this module.
2. Enter all data pertaining to a single mortgage/loan. After entering each record, click "**APPLY**" or "**OK**" button.
3. You may enter additional records by clicking the "**New**" button.
4. Navigate through the multiple insurance company records using the VCR buttons.
5. To delete the displayed insurance record, click the "**Delete**" button.

Field Name	Description
Company	*Freeform* Mortgage company name.
Address, City, State, Zip, Country	Insurance company location.
Phone, Fax	Enter the numeric value. The field will automatically advance when the correct number of digits are filled in.
Occupant/Owner boxes	Check if the policy covers the occupant and/or owner.
Policy #	Vehicle/structure policy number.
Claim #	Claim number associated with the incident, if applicable
Date Issued	Origination date of policy.
Date Expires	Policy expiration date
Property Amount	Dollar amount insurance policy covers for the property
Contents Amount	Dollar amount insurance policy covers for the contents.
Property Loss	Dollar amount of property loss
Contents Loss	Dollar amount of contents loss.

Person: Adding or Editing a Person

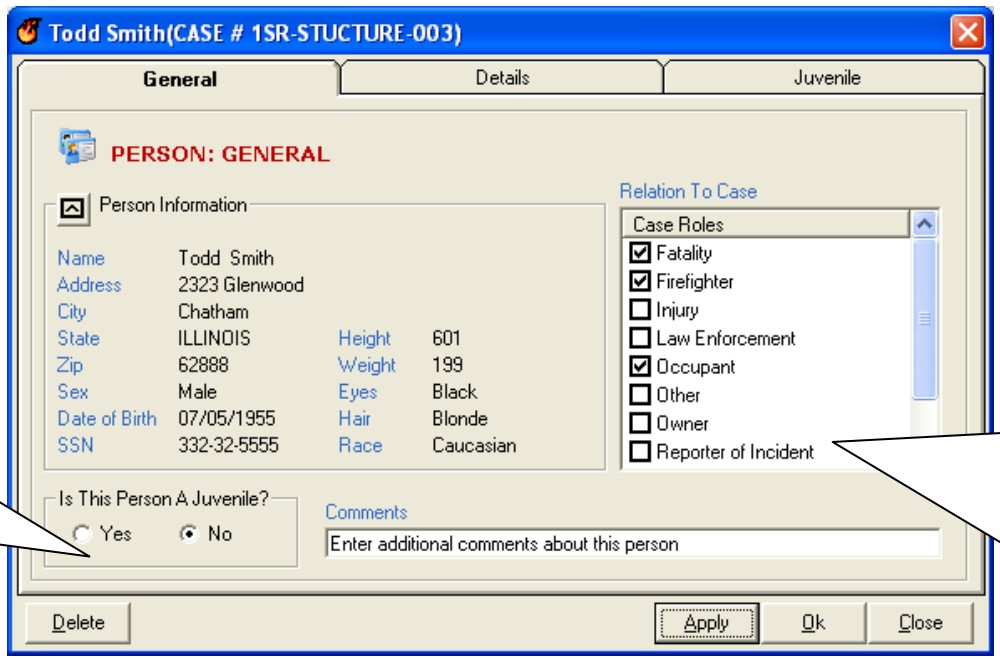


This screen will collect all the profile information about this person that is associated with this case.

Field Name	Description
First, MI, Last Name	Persons involved in case. Any role. Can search by last name.
Business Name/Employer	Enter the person's place of employment.
Nicknames / Aliases	Multiple aliases, etc. should be separated by commas.
Address, City, State, Zip, Country, How long at Address?	Location and contact information characteristics.
Male/Female	Select either
Date of Birth	Person's DOB. Fill in approx age if birth date is unknown.
SS#	Social security number.
Race	Select from dropdown.
Hair Color	Select from dropdown.
Eye Color	Select from dropdown.
Glasses	Select if glasses are worn.
Height	Enter height according to the **NAICS** (North American Industry Classification System). *Ex. 5'2" is entered as 502, 5'11" is entered as 511.*
Weight	Enter weight.
Phone Numbers	Multiple phone numbers may be added ***AFTER*** the person's record has been created.

After entering each record, click "**APPLY**" or "**OK**" button.

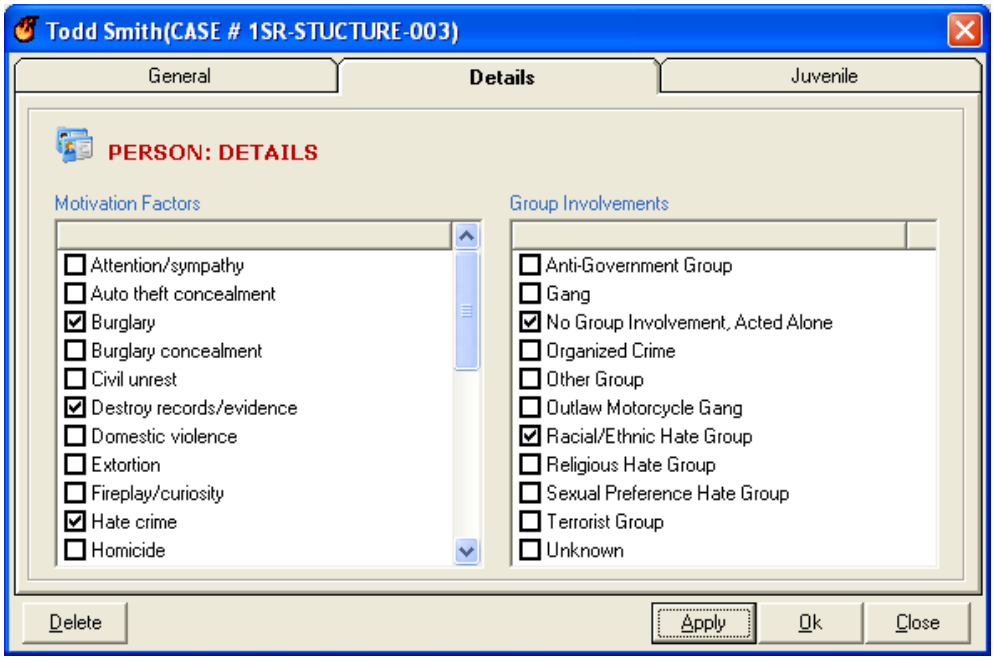
Person: General Screen



Indicate if juvenile. If so a warning message appears on the main case page.

An individual's personal information is displayed. On this screen you may select multiple case roles that the individual plays within this case.

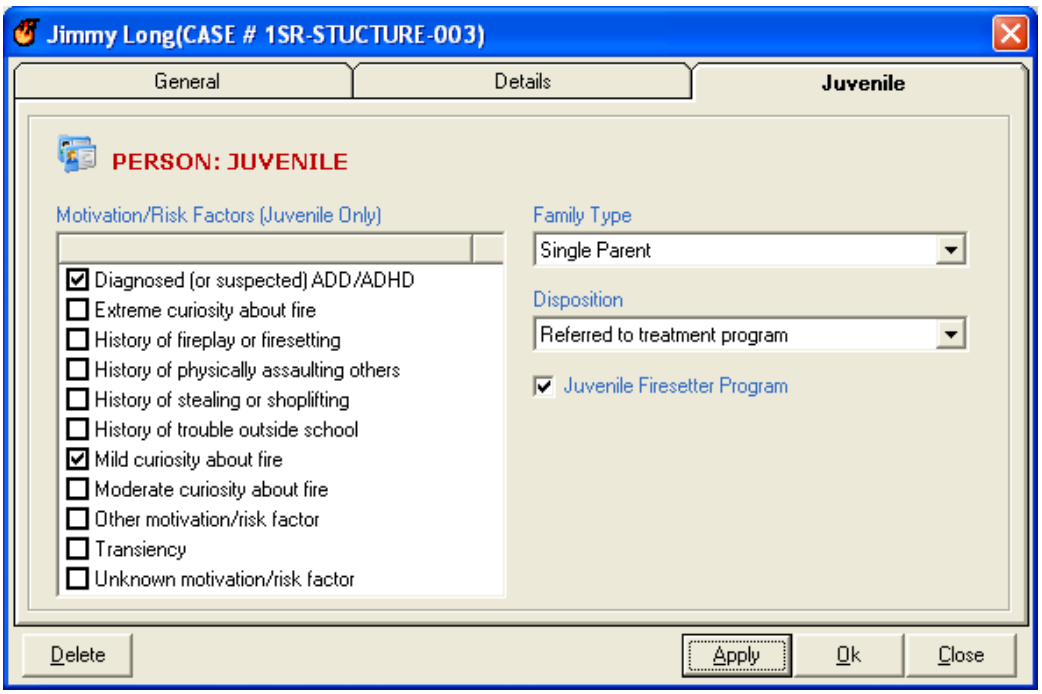
Person: Details



After entering each record, click "**APPLY**" or "**OK**" button.

Field Name	Description
Motivation Factors	Select all that apply. Based on NFIRS codes.
Group Involvements	Select all that apply. Based on NFIRS codes.

Person: Juvenile Screen

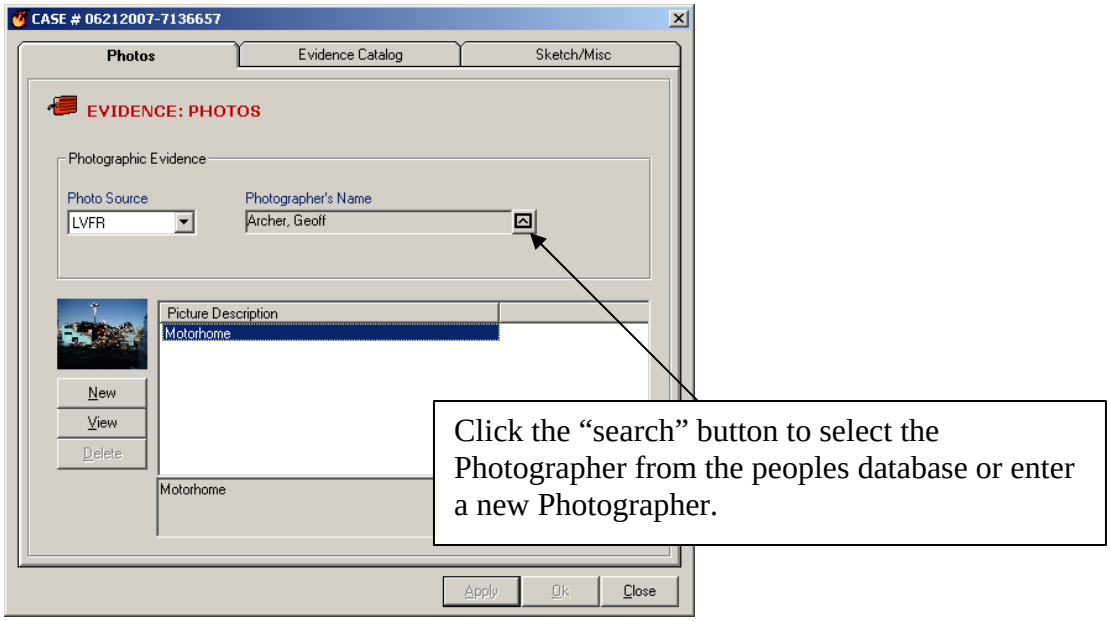


In order to store and save information on this Juvenile screen, "Juvenile" must be checked as a Case Role on the Person: Details tab.

Field Name	Description
Motivation/Risk Factors	Select all that apply. Codes based upon NFIRS.
Family Type	Select type from the dropdown list. Codes based upon NFIRS.
Disposition	Select disposition from the dropdown list. Codes based upon NFIRS.

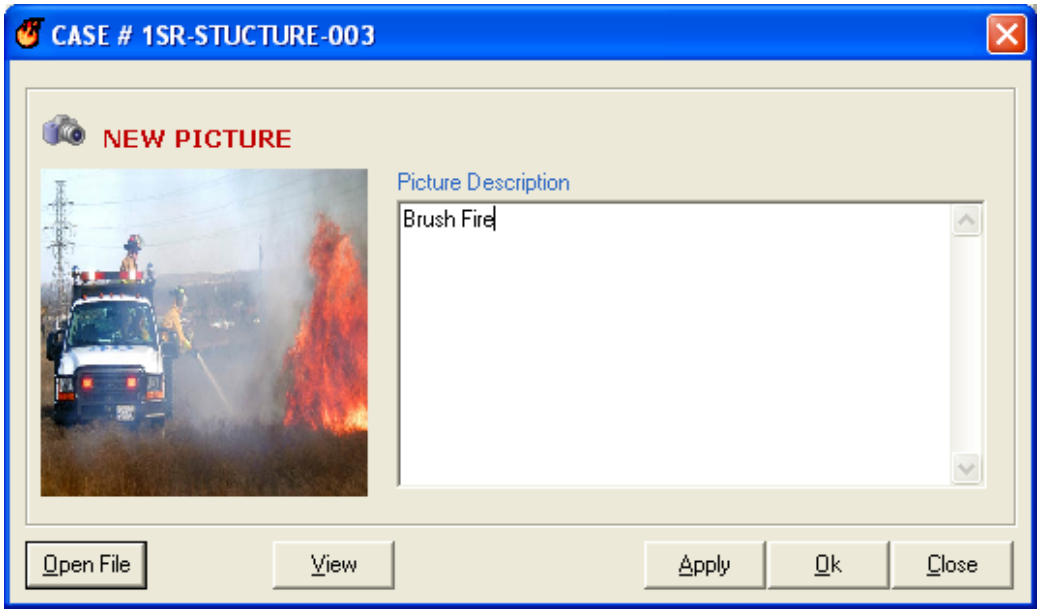
After entering each record, click "**APPLY**" or "**OK**" button.

Evidence: Photos Screen



Field Name	Description
Photo Source	Select the source of the department where the photos came from
Photographer's Name	The person that took the photos. When the Search button is selected, the People Search Screen opens to select the appropriate person as the photographer.

To enter a new photo into the FireFiles photo database, click on the **New** button. You will then be prompted to enter a description of the photo. Then click on the **Open File** button which will take you to your local machine to locate the photo. After entering each photo, click "**APPLY**" or "**OK**" button.



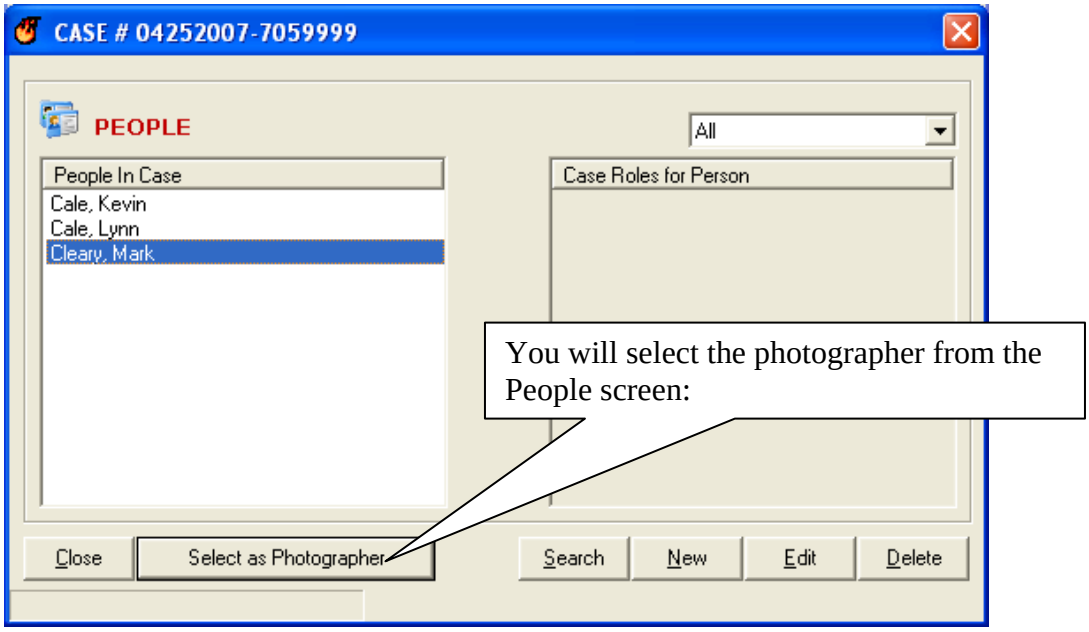
To **view** an existing, saved picture, highlight the picture description and the click "View", or double-click the image. A full sized version of the picture will be displayed on your monitor. You may print this image directly to your printer by selecting the "Print" button. (Some pictures will be larger/smaller than others depending on the size that they were originally saved.)

You will have to enter each picture individually with this procedure. This creates a Case Photo report DFI42 that arranges the photos six thumbnails to a page with the description below each photo. FireFiles uses a Save Thumbnail Image program to automatically reduce the size of the image to around 100k.

PLEASE NOTE: FireFiles limits uploaded images to a size of 100MB. Images larger than this cannot be saved.

Re-titling Photos - You must **Delete** the photo and the description and then reenter the information to change the discretion of the photo.
After entering each photo, click "**APPLY**" or "**OK**" button.

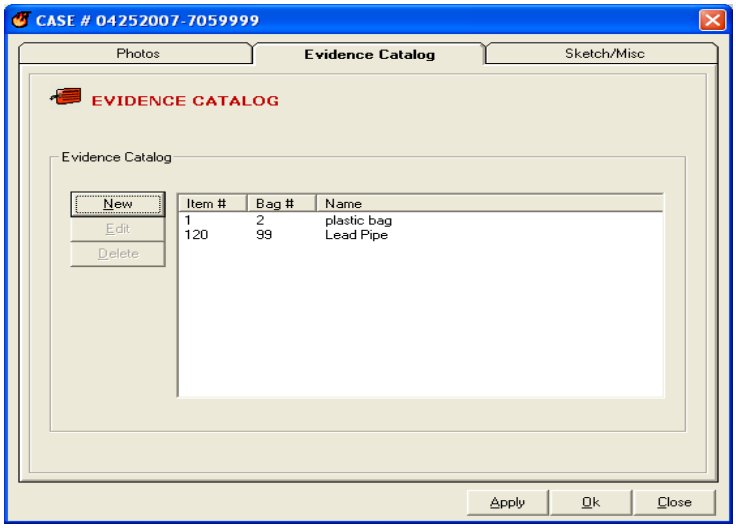
Evidence: Select a Photographer



Highlight the photographer from this list and click the "**Select as Photographer**" button at the bottom of the screen. If the photographer is not already in this list, you must click the "**New**" button to create a Person Record for this case's photographer.

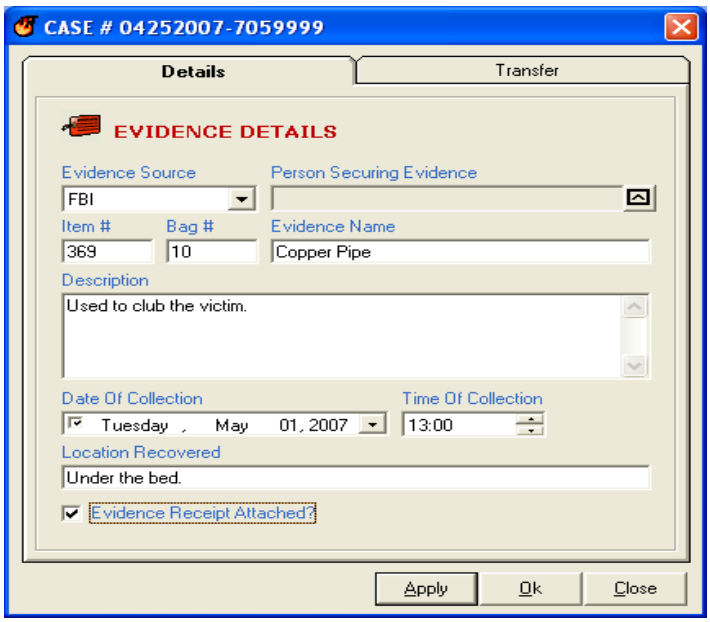
Evidence Catalogue

Summary List of all evidence collected within this case.



Click the "**New**" button to enter a new piece of evidence or you may add, edit or delete individual pieces of evidence. Either select the piece of evidence and double click, or highlight and select Edit. After entering each piece of evidence, click "**APPLY**" or "**OK**" button.

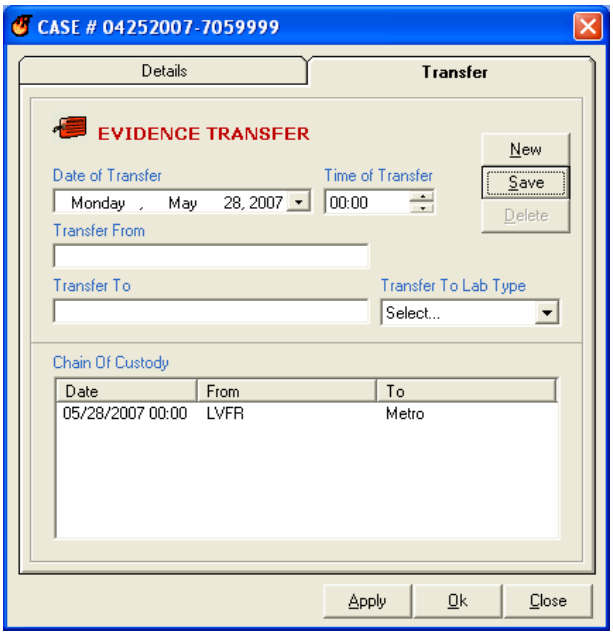
Evidence: Details



Field Name	Description
Evidence Source	Select from the dropdown
Person Securing Evidence	Select from the People List or add a new person to the people database.
Item#	Assign a number
Bag#	Assign a bag number
Evidence Name	Assign a name.
Description	Write a description of the evidence.
Date and Time of Collection	Indicate date/time of collection
Evidence Receipt Attached?	Check if receipt will be attached to your evidence report(s).

After entering each chain of custody transfer, click "**APPLY**" or "**OK**" button.

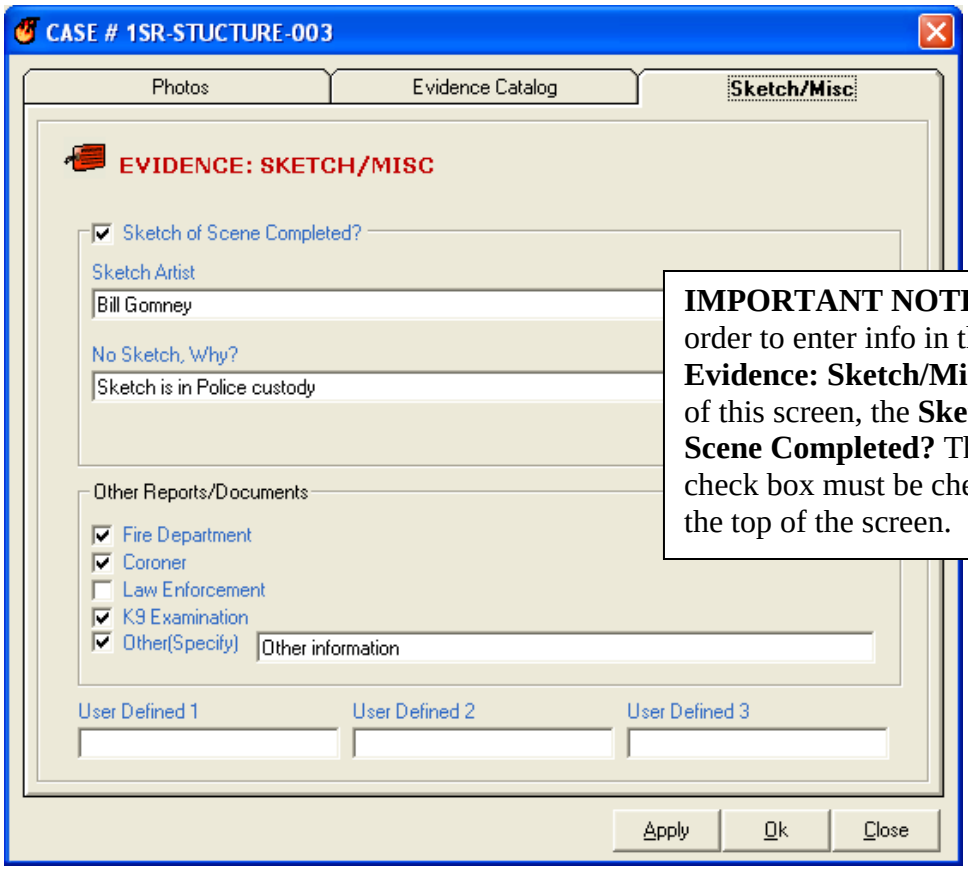
Evidence Transfer



Field Name	Description
Date / Time of Transfer	Enter form the calendar the and then the time of collection
Transfer From	Indicate individual or agency
Transfer to	Indicate individual or agency
Transfer lab type	Indicate whether private of government

FireFiles documents tracking for each piece of evidence, so at any time the investigator can see the chain of custody.
After entering each chain of custody transfer, click "**APPLY**" or "**OK**" button.

Evidence: Sketch/Misc Screen

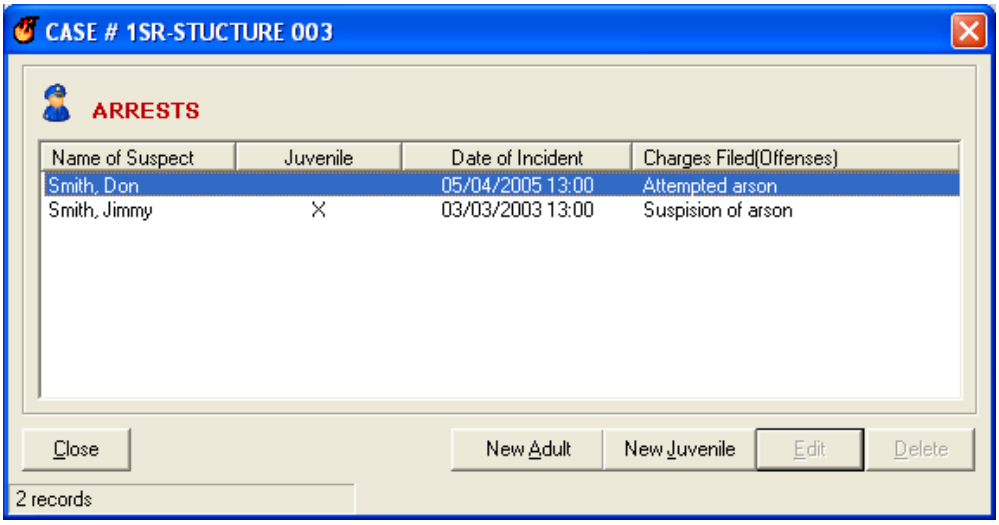


IMPORTANT NOTE: In order to enter info in the **Evidence: Sketch/Misc** tab of this screen, the **Sketch of Scene Completed?** The check box must be checked at the top of the screen.

Field Name	Description
Sketch of Scene Completed?	When checking this box the report DFI 2 indicates that a sketch was completed.
Person Conducting Sketch	Indicate the person that completed to drawing.
No Sketch, Why?	Indicate the reason why the sketch is not included with the report.
Other Reports/Documents	If there are any other reports and/or documents that have been received by external agencies, check the box of the agency the reports were received from. These documents can be scan a stored in the files module.

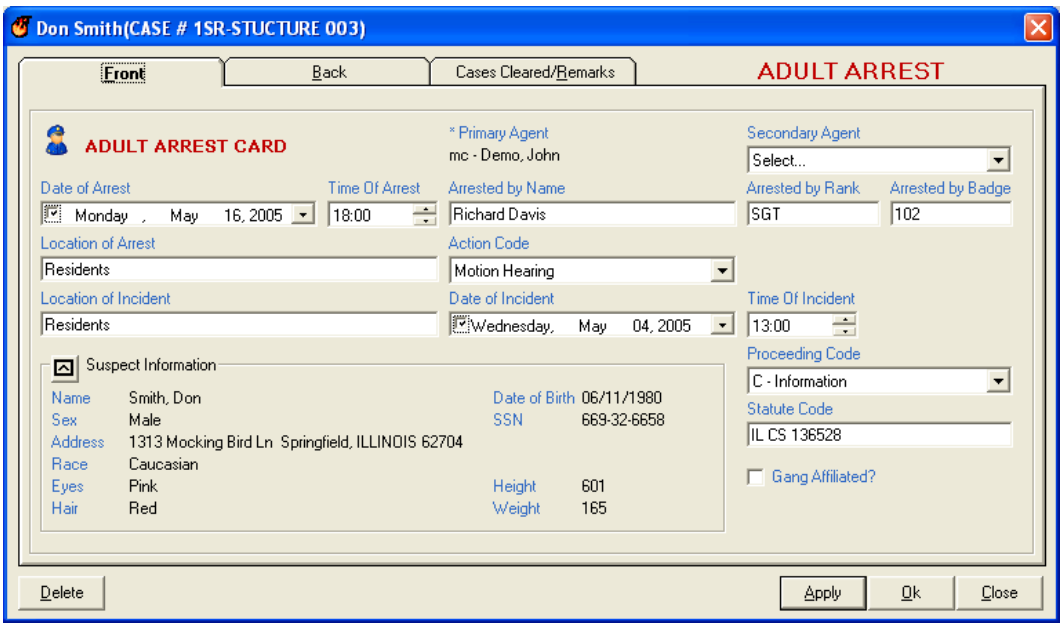
Click the "**APPLY**" or "**OK**" button at the bottom of the Evidence screen to save all data entered.

Arrests Screen



The Arrests screen is a collection of individuals who have been arrested as suspects and/or charged with an offense in relation to the current case.
To **create a new arrest card**, click “New Adult Arrest” (“New Juvenile Arrest” if arrested person is a juvenile).
To **edit an existing arrest card**, highlight the suspect name and click “Edit”.

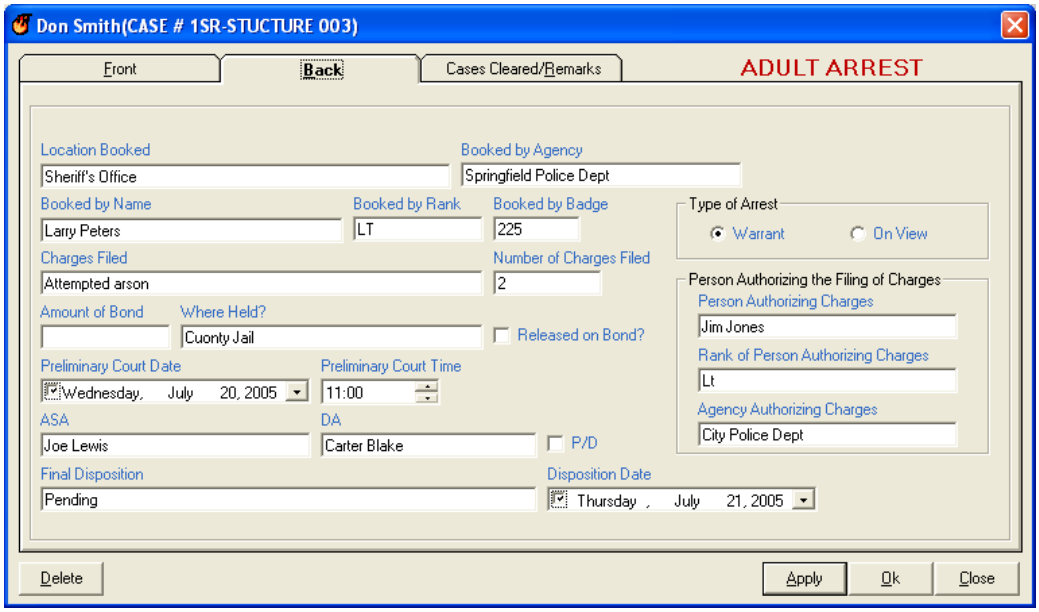
Adult Arrest Card (Front) Screen



The Adult Arrest Card screen contains all information relating to an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.
Click the "**APPLY**" or "**OK**" button at the bottom of the Adult Arrest card screen to save all data entered.

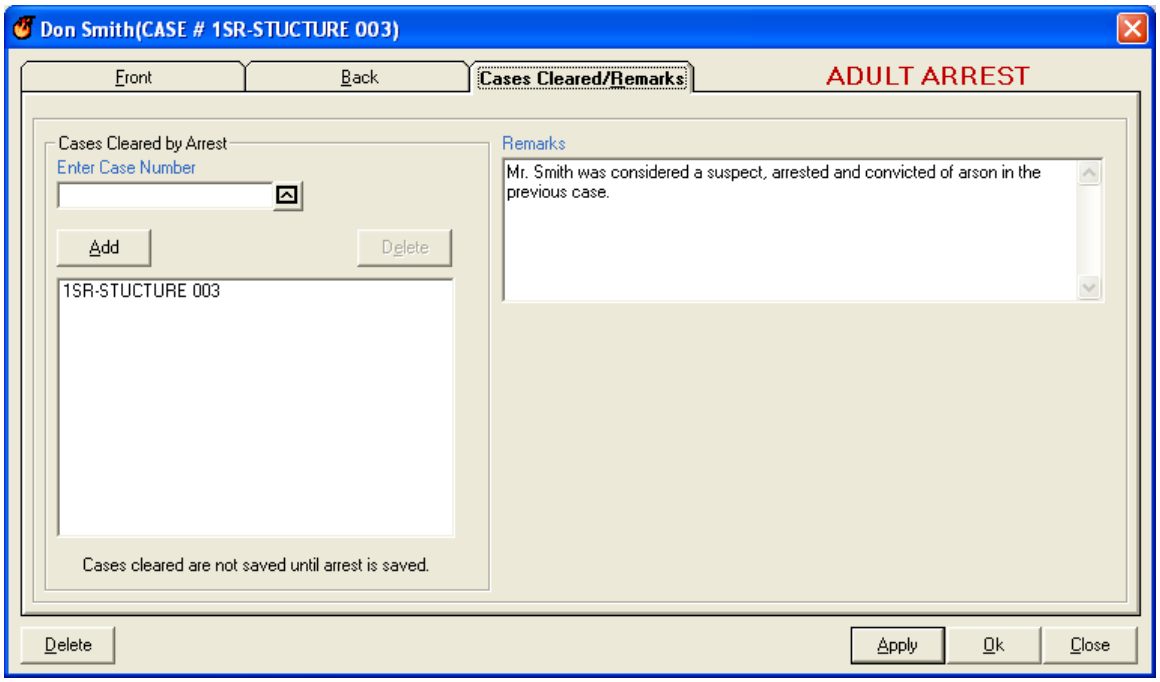
Field Name	Description
Primary Agent	This field contains the agent/investigator that is assigned to this case. This field is filled in automatically.
Secondary Agent	Select from the dropdown of other system users.
Date / Time of Arrest	Select from the calendar date-picker or type in date manually using arrow buttons
Arrested By Name	Officer/agent making the arrest.
Rank	Arresting officer's rank.
Badge #	Arresting officer's badge number.
Location of Arrest	Include address, city, state and/or zip of physical arrest location.
Action Codes	Select from the dropdown. These are the stages of criminal proceeding from preliminary investigation to final disposition (ex. Acquitted).
Location of Incident	Enter the location (address, city, state) of the incident that led to the arrest.
Date / Time of Incident	Select from the calendar date-picker or type in the date manually using arrow buttons.
Suspect Information box	All information in this box is automatically filled in by FireFiles once you have selected a suspect. Select a suspect by clicking the "search" button. This will take you to the People Screen.
Proceeding Codes	Select from the dropdown of proceeding codes. *(this dropdown can be maintained by your system administrator).* Proceeding codes will vary, but generically these are the means by which the charges were filed against the individual arrested (ex. Investigator testimony).
State Statute	Statutory code (state or province) violated or allegedly violated (ex. 735ILCS5-1001-19
Gang Affiliated?	Check for Yes.

Adult Arrest Card (Back) Screen

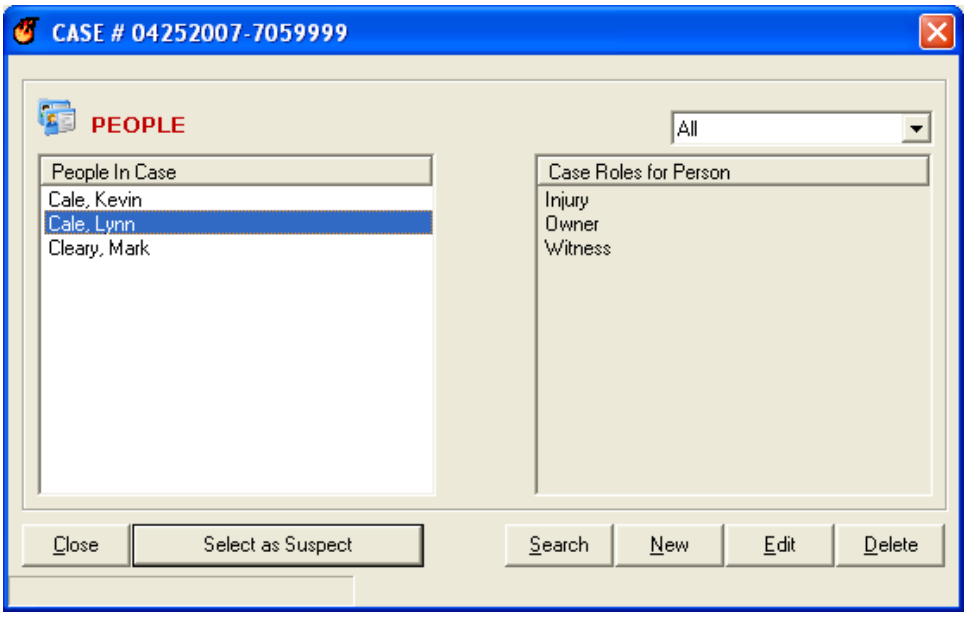


The Adult Arrest Card screen contains all information relating to an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.
Click the "**APPLY**" or "**OK**" button at the bottom of the Adult Arrest card screen to save all data entered.
Click "**Delete**" to delete the **ENTIRE** arrest card, front and back. Only the primary investigator assigned to the case has the ability to delete the arrest card for that case.

Field Name	Description
Location Booked	Name of the agency, including its location, where suspect was booked.
Booked by Agency	Booking officer's agency affiliation.
Booked By Name	Officer/agent booking the suspect.
Rank	Booking officer's rank.
Badge #	Booking officer's badge or star number.
Type of Arrest	Check box for Warrant or On View
Charges Filed	Enter the formal charges being filed.
# of Charges	Numeric value representing how many charges are filed for this arrest
Person Authorizing the Filing of Charges box	Enter this person's Name, Rank/Title and Agency.
Amount of Bond	Dollar amount of bond paid.
Where Held?	Holding facility where the suspect was held.
Released on Bond?	Check box if suspect was released on bond.
Preliminary Court Date / Time	Date / Time if known.
Name of ASA	Name of Assistant State's Attorney.
D/A	Name of District Attorney.
P/D	Check box if a Public Defender is assigned to the case.
Final Disposition	Final disposition/outcome of arrest.
Disposition Date	Date of disposition, if known.

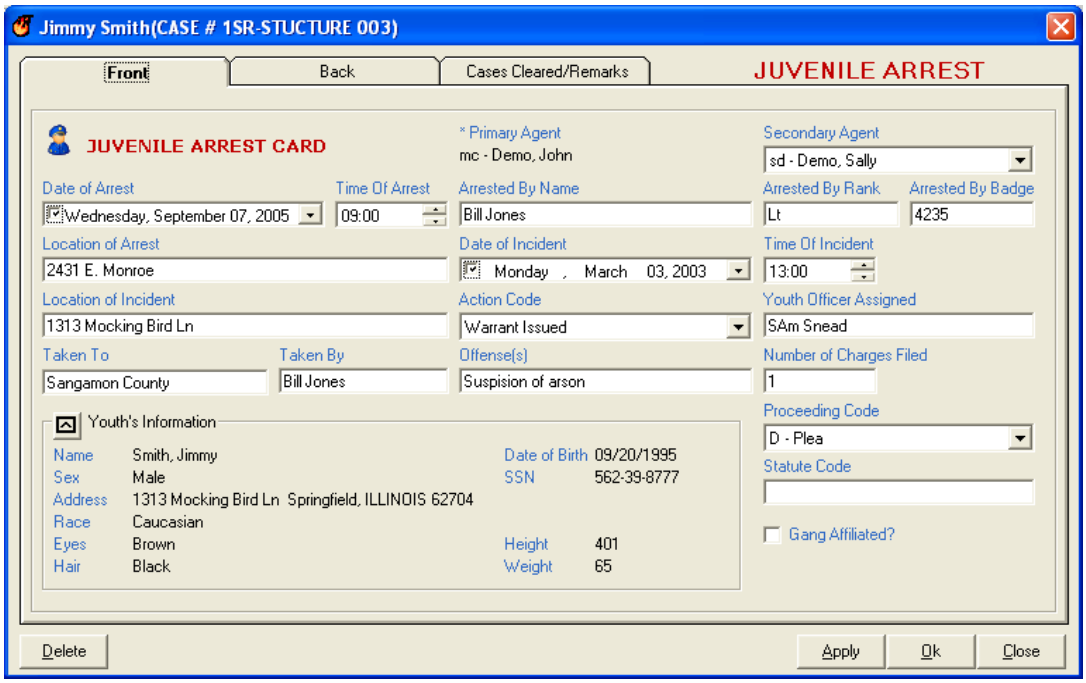


Create a Suspect Record



If the suspect's person record already exists, highlight the suspect and click the **"Select as Suspect"** button. If the suspect's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen. *More information on the "People Screen" and the "Person Record Screen" is found in those portions of the user manual.*

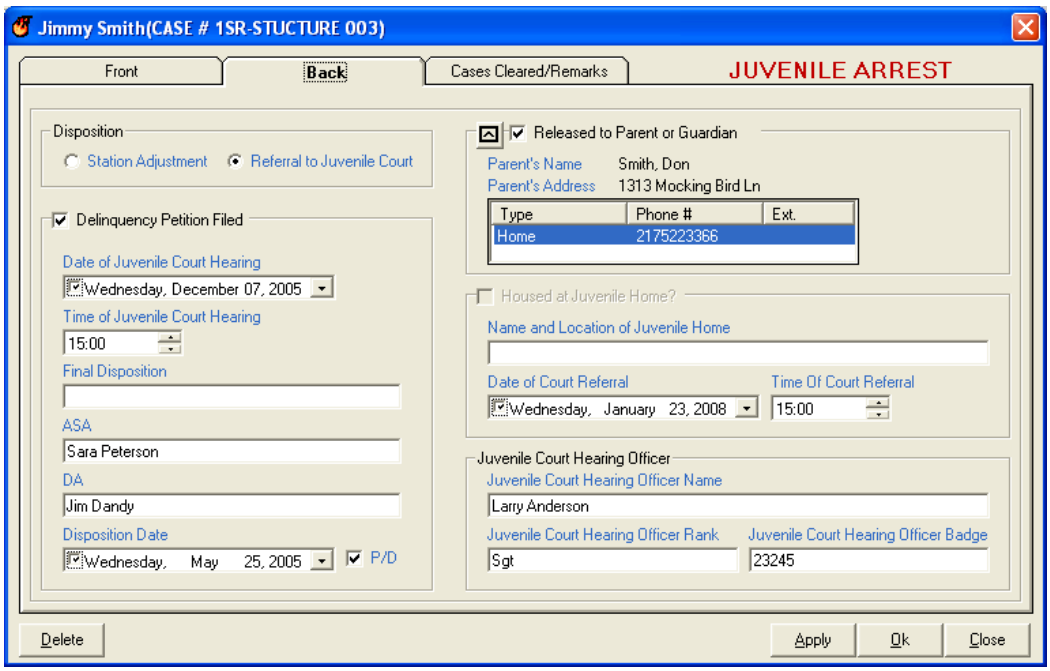
Juvenile Arrest Card (Front) Screen



The Juvenile Arrest Card screen contains all same information as an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.

Field Name	Description
Primary Agent	Agent that is assigned to this case.
Secondary Agent	Select from the dropdown of other system users.
Date / Time of Arrest	Select from the calendar date-picker or type in the date manually using arrow buttons.
Arrested By	Officer/agent making the arrest.
Rank	Arresting officer's rank.
Badge #	Arresting officer's badge or star number.
Location of Arrest	Include address, city, state and/or zip of physical arrest location.
Date / Time of Incident	Leave blank if unknown.
Location of Incident	Enter the location (address, city, state) of the incident that led to the arrest.
Action Codes	Select from the dropdown. These are the stages of a criminal proceeding from preliminary investigation to final disposition
Youth Officer Assigned	The youth officer assigned to the suspect.
Taken To	Juvenile holding facility or other facility type the suspect was taken to.
Taken By	Individual who took the suspect to the holding facility
Offense/s	Offense(s) the suspect is being charged with.
# of Charges	Numeric value representing how many charges are filed for this arrest.
Proceeding Codes	Select from the dropdown of proceeding codes. Generically these are the means by which the charges were filed against the individual arrested (ex. Investigator testimony).
State Statute	Statutory code violated or allegedly violated (ex. 735ILCS5-1001-19).
Gang Affiliated?	Check for Yes

Juvenile Arrest Card (Back) Screen



The Juvenile Arrest Card screen contains all information relating to an adult arrest. FireFiles provides a printed report of both the front and back of this arrest card. Field descriptions follow.

Disposition

Check box "**Station Adjustment**" if juvenile was sent home without further action as decided by the police station or "**Referred to Juvenile Court**" if juvenile was referred to court for further action.

Delinquency Petition Filed? box

Check this box if yes. This will enable all relevant delinquency petition fields as seen above. The descriptions of these fields follow.

Field Name	Description
Date / Time of Juvenile Court Hearing	Leave blank if unknown
Final Disposition	Final disposition/outcome of arrest.
Name of ASA	Name of Assistant State's Attorney.
D/A	Name of District Attorney.
Disposition Date	Leave blank if unknown.
P/D	Check box if a Public Defender is assigned to the case.
Released to Parent or Guardian box	Check this box if the juvenile was released to the custody of parent or guardian. All information in this box is automatically filled in by FireFiles once you have selected a Parent or Guardian. Select this person by clicking the "search" button. This will take you to the People Screen.
Name/Location of Juvenile Home	Name, address, city and state of home.
Housed at Juvenile Home? box	Check this box if yes. This will enable all relevant juvenile home fields. The descriptions of these fields follow.
Juvenile Court Hearing Officer box	Enter the Name, Rank/Title and Badge # of this officer.

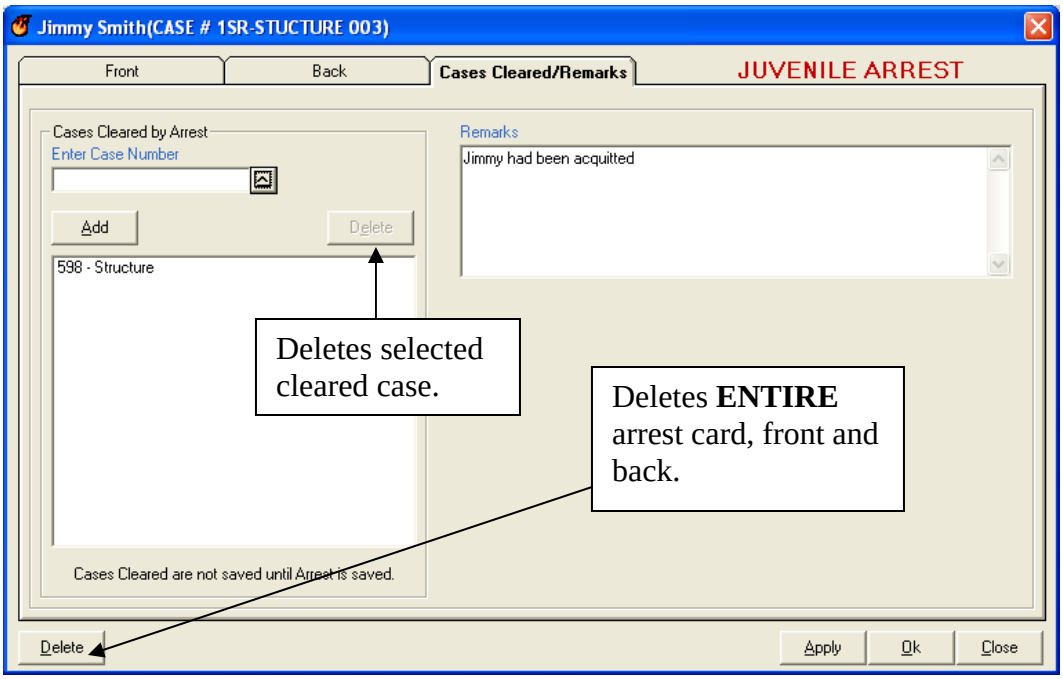
If this parent/guardian's person record already exists, highlight the parent/guardian and click the "Select as Parent or Guardian" button. If the parent/guardian's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen.

More information on the "People Screen" and the "Person Record Screen" is found in those portions of the user manual.

Click "**APPLY**" or "**OK**" button when the information on the back of the arrest card is complete.

Click "**Delete**" to delete the **ENTIRE** arrest card, front and back.

Cases Cleared/Remarks (Arrests) Screen



When an arrest clears or closes one or more cases besides the current case, this is the screen that will accomplish that task. *The procedures for clearing cases are the same for both adult and juvenile arrests.*

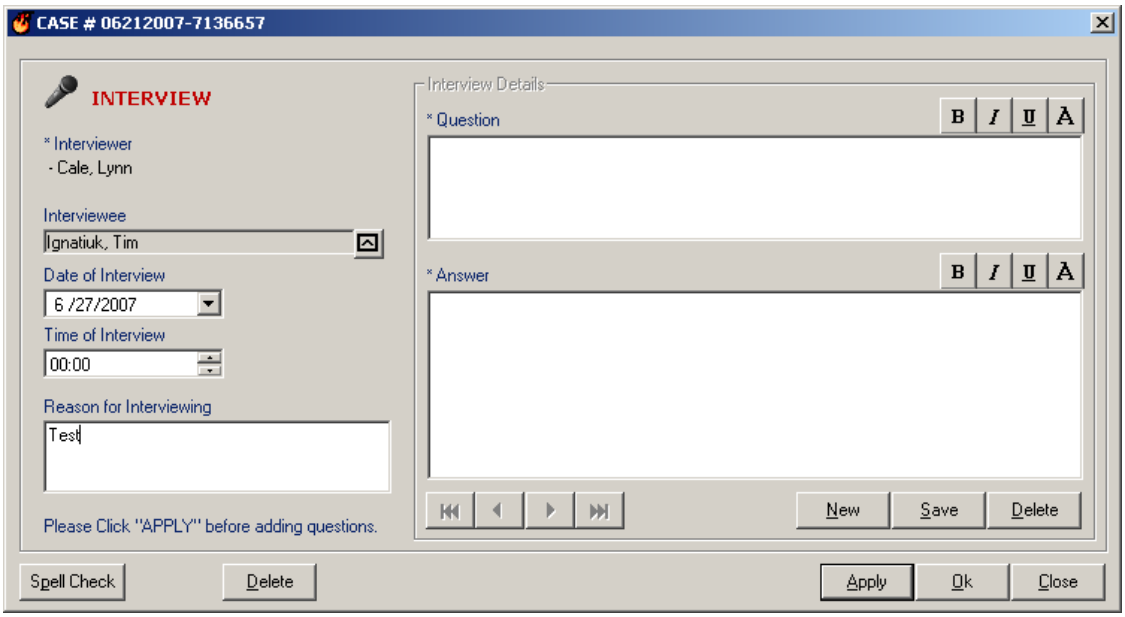
To **clear a case**, either (1) enter the case # of the case to be cleared in the "Enter Case Number" field, or (2) click the case search button to select a case from the Case Search screen. After you have selected the case you wish to clear, click "Add".

To **enter remarks** of any type for cleared cases, enter your remarks in the "Remarks" field. Then click "Save" at the bottom to save your remarks.

Cases cleared are not saved until the arrest is saved!

PLEASE NOTE:
Clearing Multiple Cases with an Arrest:
- Does not create a Person record in those other cases that are being cleared.
Reason: Potential for duplicate Person records in one case.
- Does not create an Arrest record in those other cases that are being cleared.
Reason: Potential for duplicate Arrest records in one case and no Person record to insert as Suspect.
Recommendation:
When an Arrest clears other cases, you should do the following:
1) Create new Person record in cleared cases (unless already exists)
2) Create new Arrest record in cleared cases
3) In Case Action screen, Close cleared cases

Interviews Screen



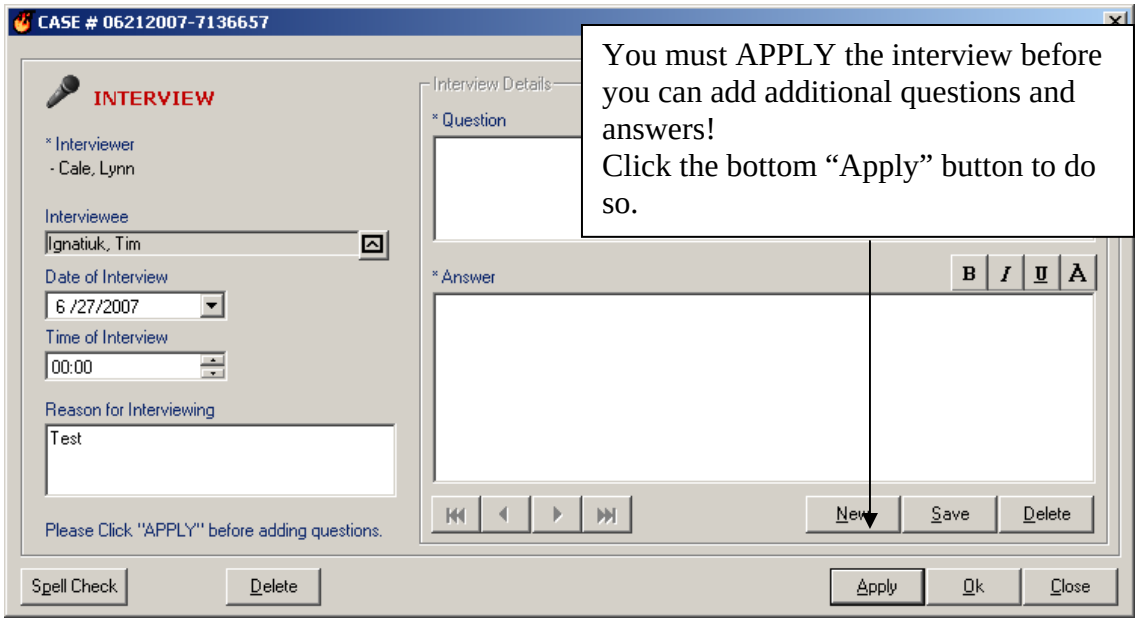
The Interviews screen is a collection of interviews that have been conducted and recorded in relation to the current case.

To **create a new interview**, click “New”. To **save changes to an existing interview**, highlight the interviewee name and click “OK”.

Enter your interview (questions and answers) in the text box of this screen, or copy (Control + C) and paste (Control + V) from another word processing application. The content of a narrative can be copied and pasted into FireFiles from another application. To do so, **copy** (Control + C) the narrative from the external source and **paste** (Control + V) the narrative into FireFiles.

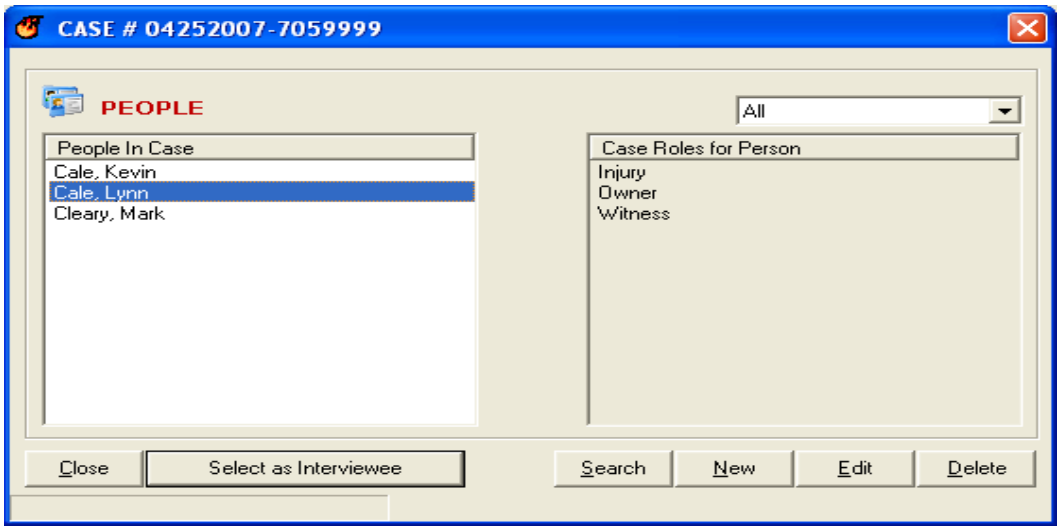
<Page Down> for directions on conducting an interview.

Conducting an Interview



Interviewer
This field is automatically filled out as the investigator creating the interview. Security allows any investigator in your system to complete an interview for a case; however, the investigator conducting an interview is always marked as Interviewer to track responsibility.

Interviewee
Click the "search" button to select a person from the People Screen.

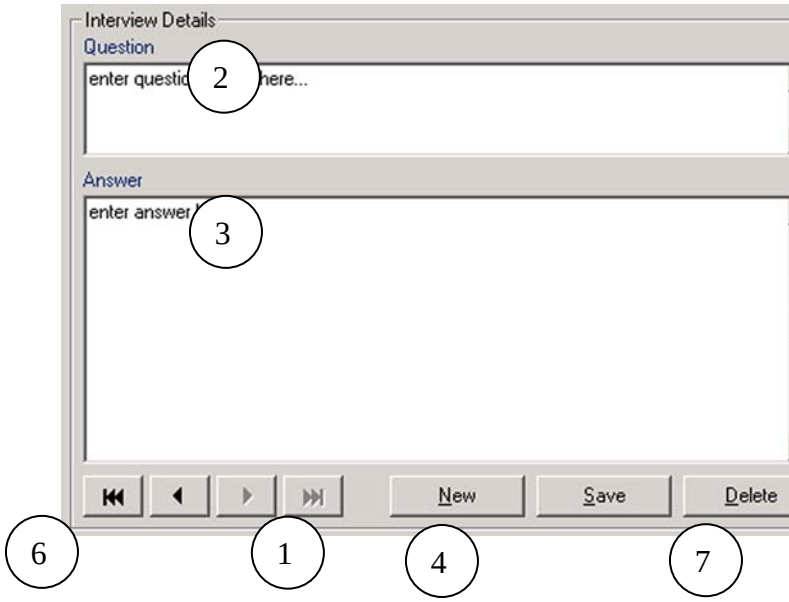


If this interviewee's person record already exists, highlight the interviewee and click the "Select as Interviewee" button. If the interviewee's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen.

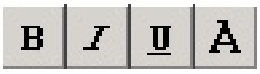
Field Name	Description
Date / Time of Interview	Enter the date and time
Reason for Interviewing	Enter a brief description of reason for interview.

To conduct an interview, follow these 7 steps:

1. Click “New” to enter a new question and answer.
2. Enter your Question.
3. Enter your Answer.
4. Click “Save” to keep this record.
5. Repeat 1-4 for multiple Q&A’s.
6. Use the VCR buttons to navigate through multiple Q&A’s.
7. Click “Delete” to delete the current question and answer displayed.

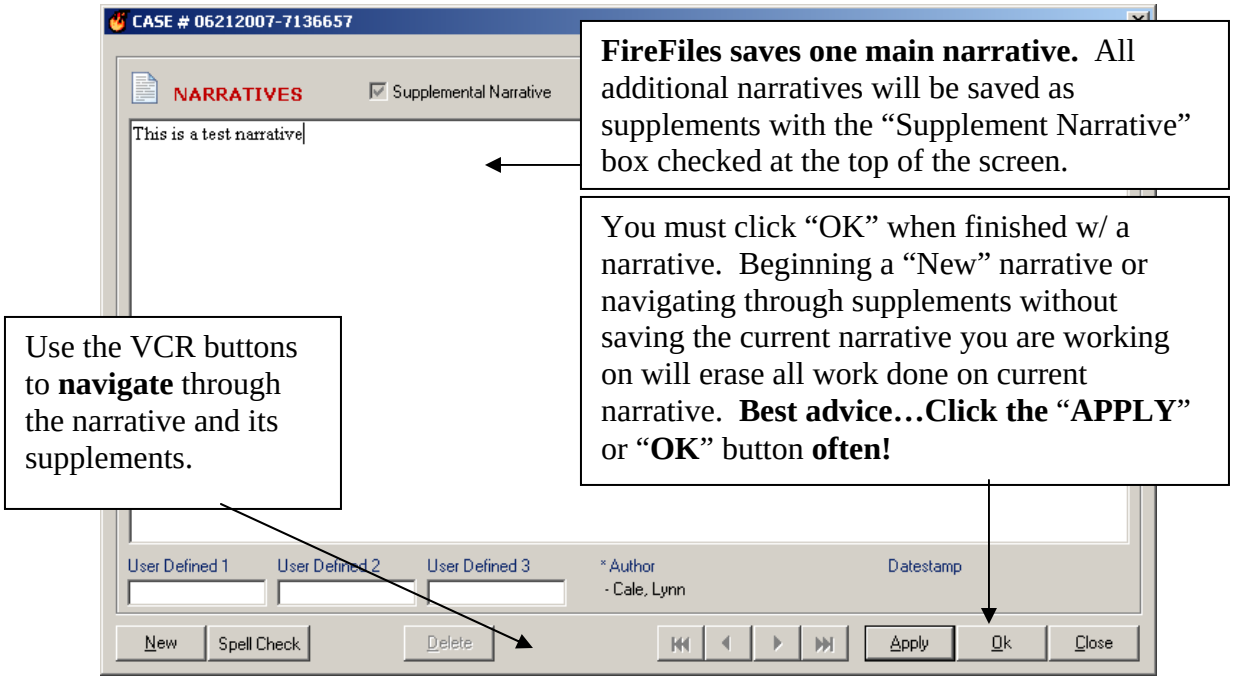


Formatting text:



Bold - *Italics* - Underline - Color

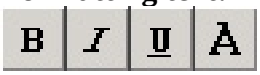
Narratives Screen


CASE # 06212007-7136657
NARRATIVES
Supplemental Narrative
This is a test narrative
FireFiles saves one main narrative. All additional narratives will be saved as supplements with the "Supplement Narrative" box checked at the top of the screen.
You must click "OK" when finished w/ a narrative. Beginning a "New" narrative or navigating through supplements without saving the current narrative you are working on will erase all work done on current narrative. Best advice…Click the "APPLY" or "OK" button often!
Use the VCR buttons to navigate through the narrative and its supplements.
User Defined 1
User Defined 2
User Defined 3
* Author
- Cale, Lynn
Datestamp
New
Spell Check
Delete
Apply
Ok
Close

Enter your narratives in the text box of this screen, or copy (Control + C) and paste (Control + V) from another word processing application. The content of a narrative can be copied and pasted into FireFiles from another application. To do so, **copy** (Control + C) the narrative from the external source and **paste** (Control + V) the narrative into FireFiles.

Author
This field is automatically filled out by FireFiles based on the investigator creating the narrative. Security allows only the lead investigator to create the main narrative. Any investigator in your system may create and enter a supplemental narrative(s) for a case; however, the investigator writing the narrative is always marked as Author to track responsibility.

Date stamp: Displayed for all narratives based on the time created.

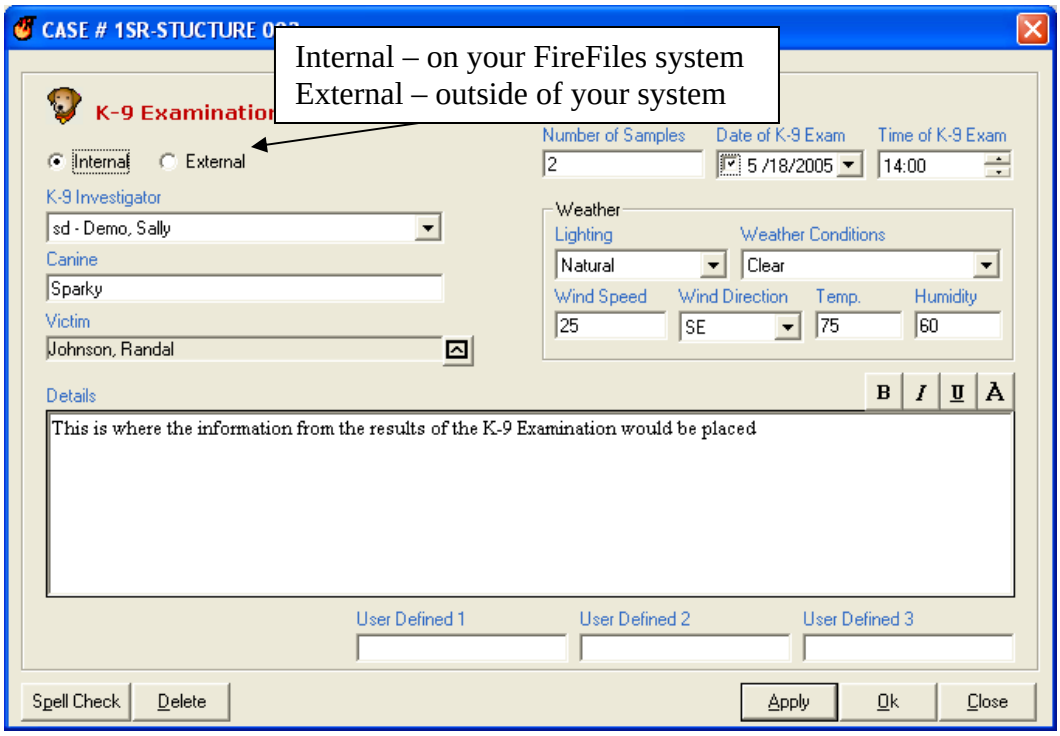
Formatting text:


Bold - *Italics* - Underline - Color

Click the "**Spell Check**" button to open this function. This function requires that you have MS Office 2000 or higher installed on your workstation.

Click the "New" button to start a **new** narrative or supplement. **Delete** to remove the displayed narrative.

K-9 Examination Screen



Field Name	Description
K-9 Investigator	This field is dependent upon your selection of Internal or External examination above. If Internal is selected, you will select an investigator from the dropdown list of your system users. If External is selected, you will manually enter the name of an investigator/handler outside of your system.
Canine	Name of the canine performing the examination. For Internal investigations, it will default to the canine assigned to the investigator by your system administrator.
Select Victim	Click the "search" button to select a person from the People Screen. A victim is usually the property owner for the investigation being conducted. *If this victim's person record already exists, highlight the victim and click the "Select as Victim" button. If the victim's person record does not exist, you will need to create a new record for that person by clicking the "New" button and progressing through the Person Record Screen.*

More information on the "People Screen" and the "Person Record Screen" is found in those portions of the user manual.

Field Name	Description
Number of Samples	Enter the number of samples collected by the K-9 Investigator.
Date / Time	Leave blank if unknown.
Weather box	All weather conditions should be recorded as they occurred at the time of the K-9 examination.
Lighting	Select from the lighting dropdown.
Conditions	Select from the conditions dropdown.
Wind Speed	Enter the wind speed.
Wind Direction	Select from the direction dropdown.
Temp.	Temperature in degrees.
Humidity	Relative humidity.
Details	Enter the details of the K-9 examination in this text box or copy and paste information from another word processing application.

The content of details can be copied and pasted into FireFiles from another application. To do so, **copy** (Control + C) the text from the external source and **paste** (Control + V) the text into FireFiles.

Click the "**Spell Check**" button to open this function. This function requires that you have MS Office 2000 or higher installed on your workstation.
Note: Firefiles has limited copy / past functionality. The font will remain the same throughout the reports. The spacing is all single spacing. The margins are pre-set. Firefiles in not accept Microsoft superscript.

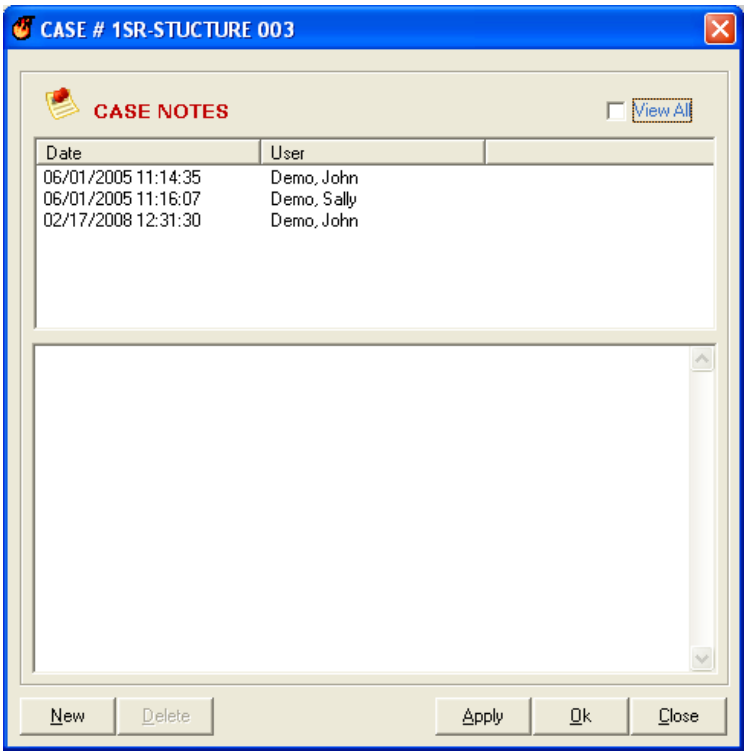
Formatting text:

Bold - Italics - Underline - Color

After entering data in all required fields in the K-9 Examination screen, click the "**Save**" button at the bottom of the screen to **save** your data to the FireFiles database.

Click the "Delete" button to delete the ENTIRE K-9 examination.

Case Notes Screen



This screen is used to enter and store informal case notes. You can either create new case notes or view existing case notes.

To **create a new case note**, click the "New" button and then begin entering notes in the text box.

After entering a note, click the "**APPLY**" or "**OK**" button to **save** a note to the FireFiles database. Upon saving a note, a new record will appear in the Date/User box.

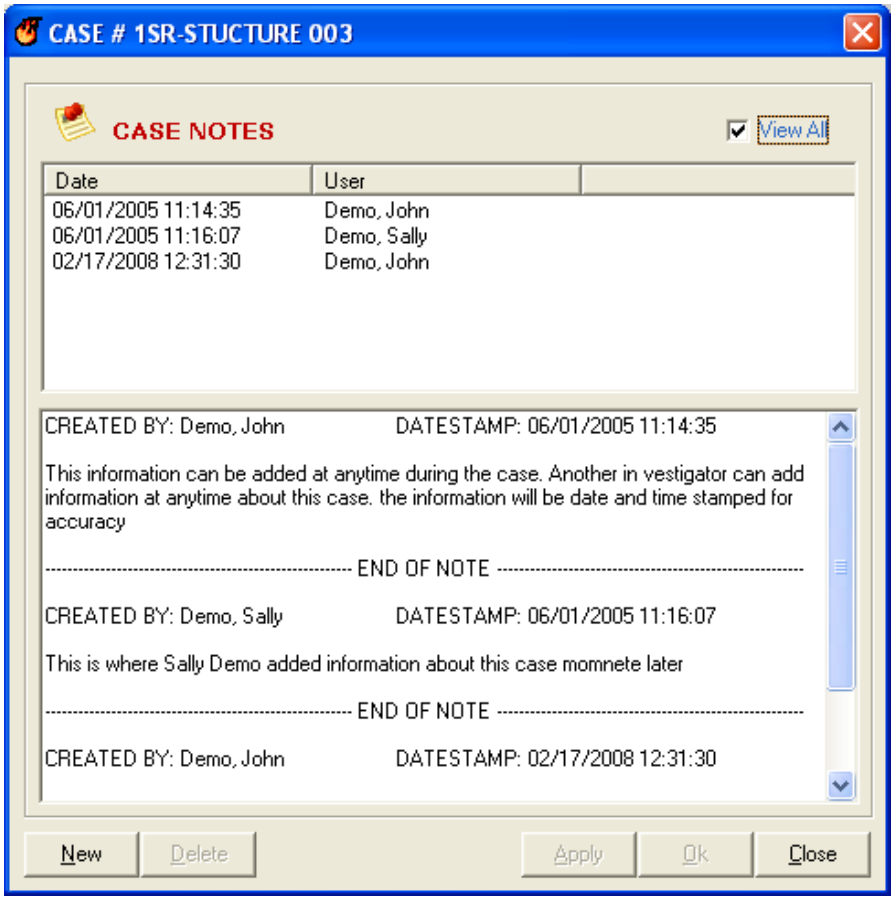
To **delete** a case note, highlight a note in the Date/User box and click the "Delete" button.

To **view** existing case notes you have 2 options:

Highlight the note you wish to view in the Date/User box. The contents of the note will be displayed in the text box.

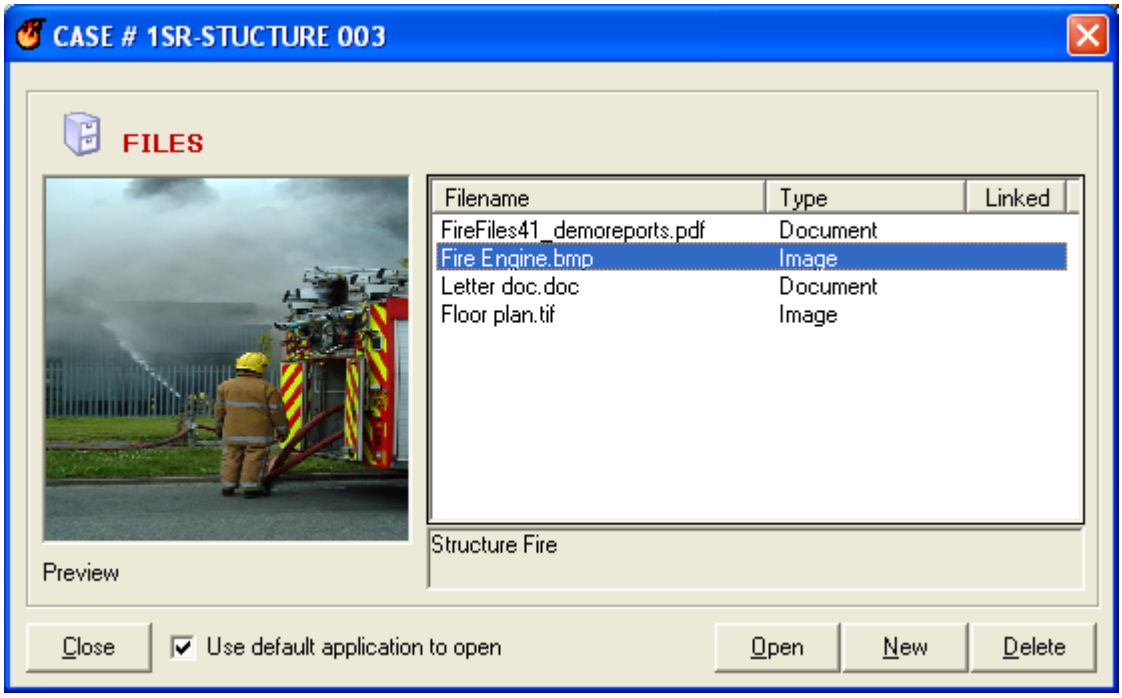
Case Notes: View All

Check the "View All" box. All notes for the current case will be displayed and separated in the text box as seen here:



The content of the Case Notes screen cannot be printed directly from FireFiles. To print Case Notes, you must copy and paste from FireFiles to another application. To do so, **copy** (Control + C) the notes from FireFiles and **paste** (Control + V) the notes into the external source. You may then print from the external application (ie. Word, notepad, etc.)

Files Screen



This section allows any external file or folder to be attached to a case. Files can be viewed, edited, printed, etc. from within FireFiles or using default applications.
Examples of files include:

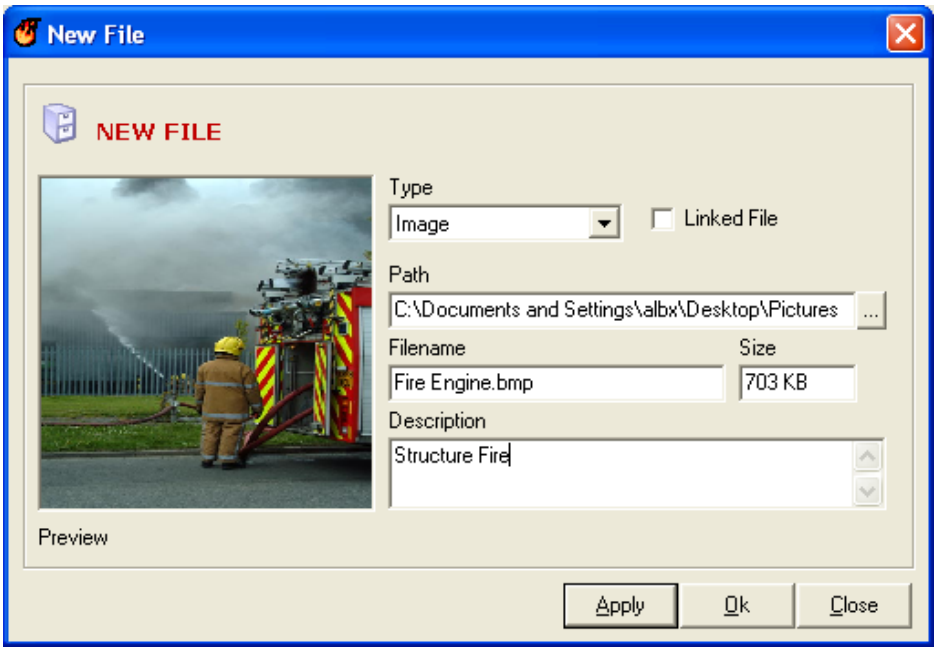
- Data files and spreadsheets
- Word processing documents
- Images
- Video & Audio files

The FireFiles database will save these files, including a brief description of the file and a preview (for image files only) for easier viewing.

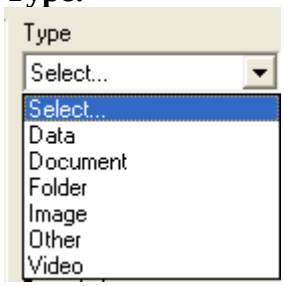
To **open** an existing, saved file, highlight the filename and the click “Open”, or double-click the filename. Image files can be opened directly by FireFiles (uncheck “Use default application to open”). All other file types will automatically open with your workstation’s default application for that file type.

To **attach a new file** and store it in your database, click “New” and the following screen will appear.

New File Screen



Type:



Linked File
Select this if you only wish to save the path of the file attachment to your database. .

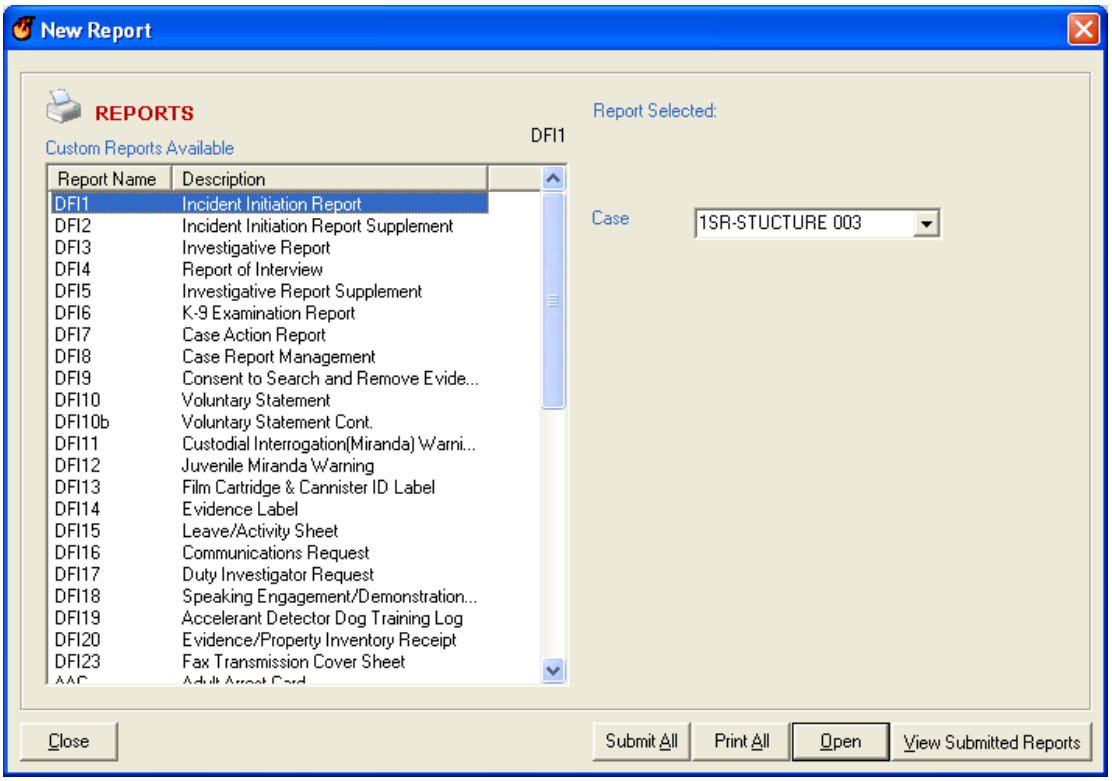
Path
First, find the file on your local hard drive or network by clicking the “search” button to the right of the Path field. This will bring up a browse window for you to select the file you wish to attach.

Filename / Size
The file name and size will be automatically entered after file is selected.

Description
Enter a description of the file/ folder is for clear identification

PLEASE NOTE: FireFiles limits uploaded files to a size of 100MB. Files larger than this cannot be saved. For audio/video segments larger than 100MB, it is recommended that the user attach a FOLDER which will not be stored internally within the case.

Reports *Reports Screen (Report Console)*



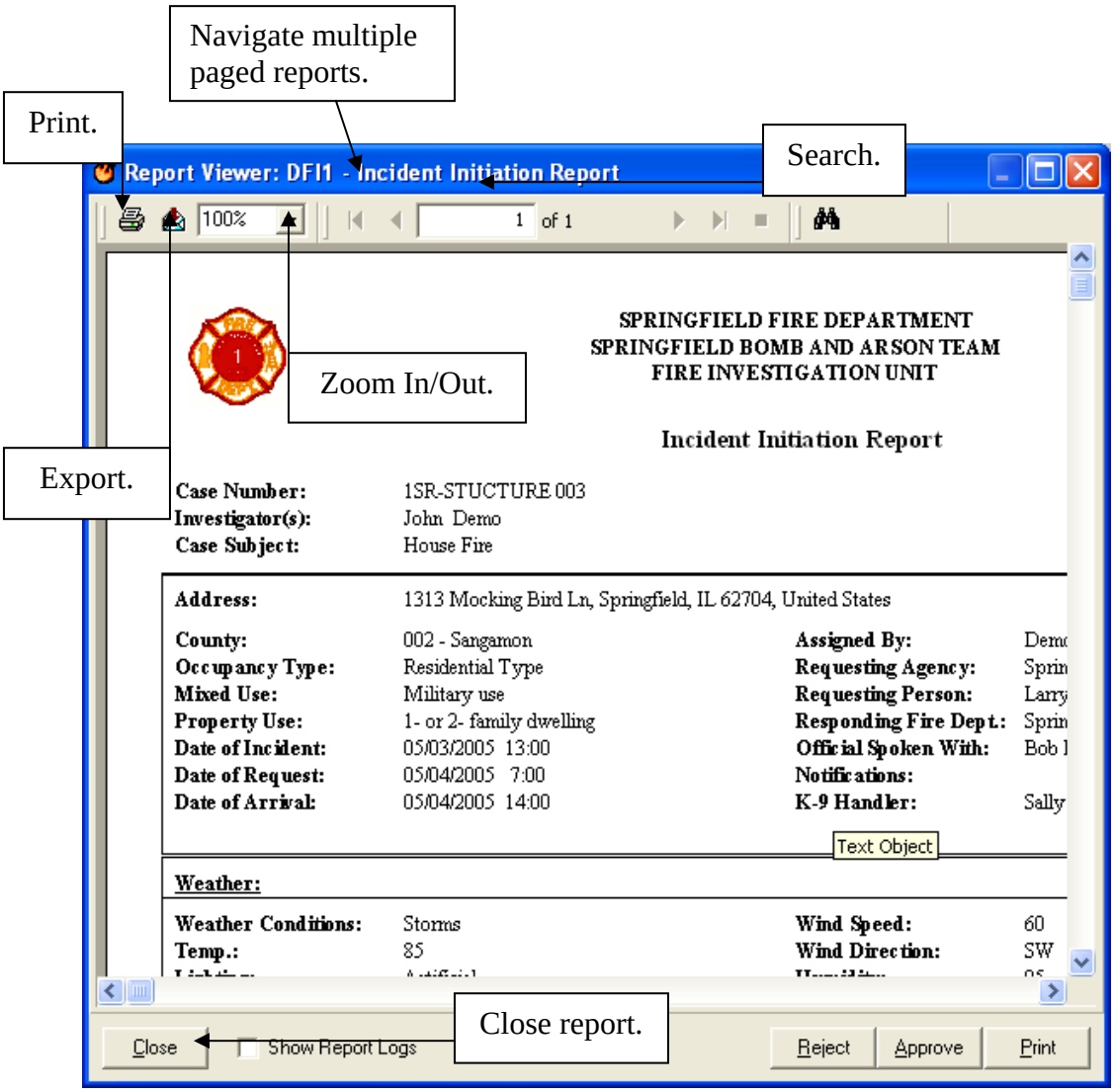
The New Report screen is where you will generate new reports for your case for printing, viewing and submitting to approval users (if applicable).

Your report options are:

- **Open:** a new report. To do so, select the report you want to generate from the report box on the left side of the screen. If a case is currently open, the dropdown will default to the open case. After your case is selected, click the "Open" button at the bottom of the screen to generate the report.
- **Submit All:** By clicking submit all, Firefiles will produce a list of the reports that have relevant information populated on these reports. You choose all of the reports or just the ones that you want to submit all at once.
- **Print All:** Firefiles is NOT intelligent enough to know which reports have information in them. There are 2 choices: Print all the reports to determine which are needed to assemble the information
- **View Submitted Reports:** In the submit area, Firefiles DOES know which reports have been submitted and will not display any reports in that area that have been submitted.

For more detailed report descriptions, please refer to the Report Descriptions portion of the user manual. For detailed options on dealing with an open report, please refer to the Report Viewer screen section of the user manual.

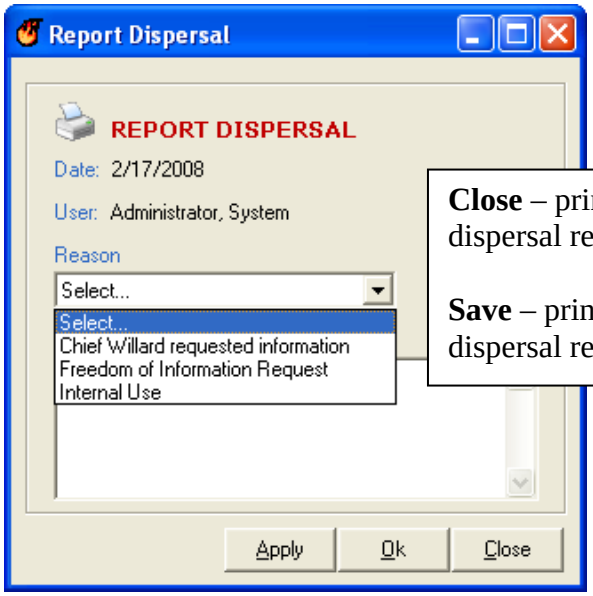
Reports **Report Viewer Screen**



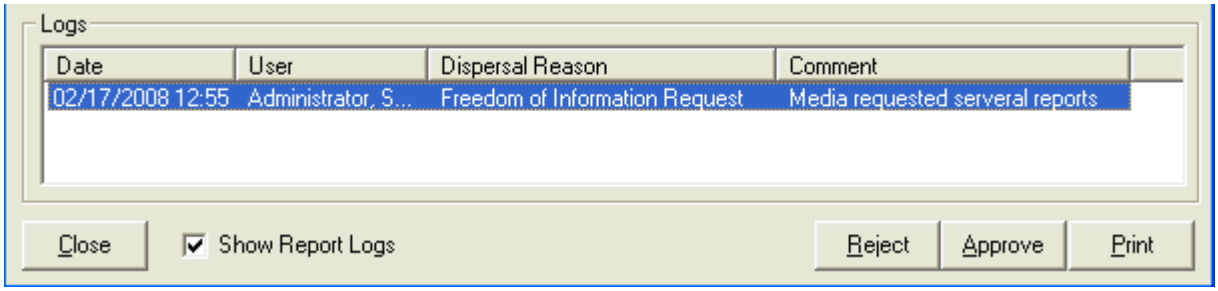
Once you have generated a report as seen here, you can either print your report.

To **print**, click the “Print” button at the bottom of the screen. You will then be prompted to enter information for report dispersal tracking as seen here:

Reports *Report Dispersal Screen*

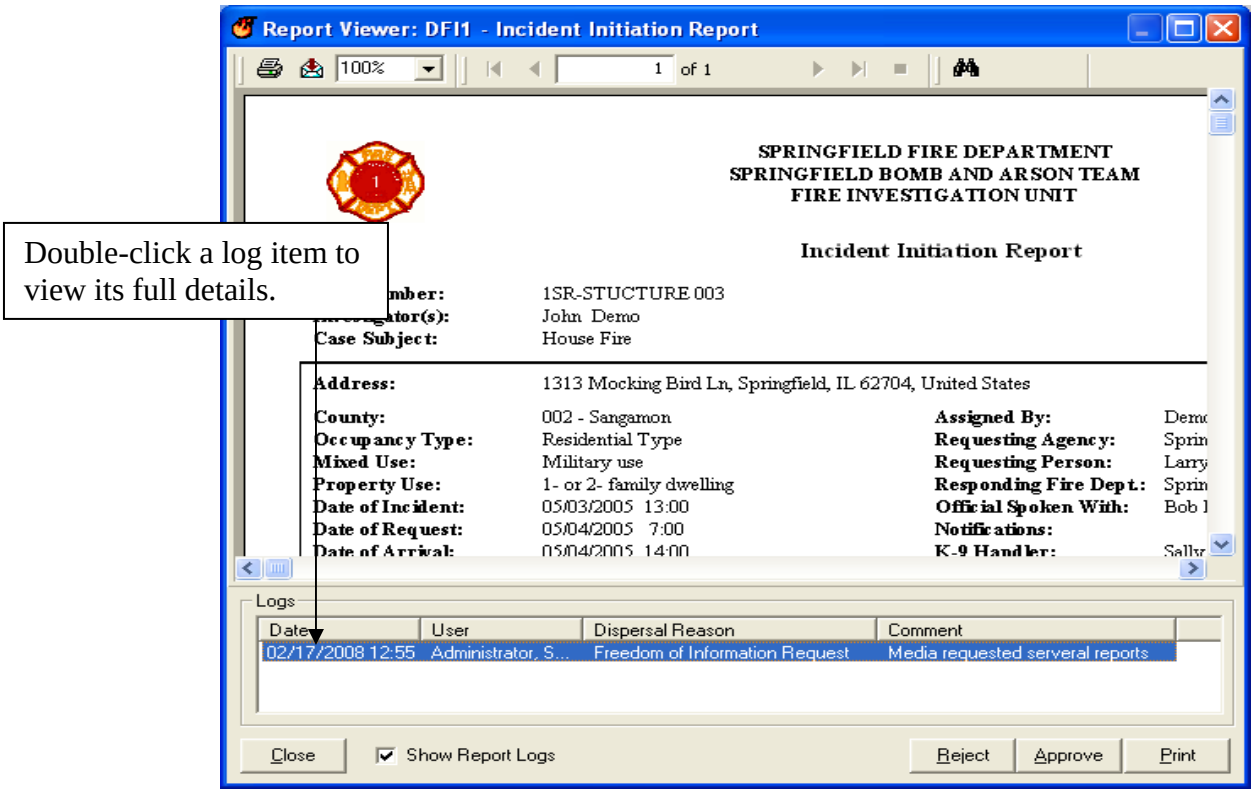


Field Name	Description
Date / User	Will be entered automatically based on print date and the user requesting the print job.
Reason	Select from the dropdown.
Comment	Enter any comments for the print job.
Show report logs	To **view report dispersals for a report**, click checkbox. Logs will then be listed as shown here:

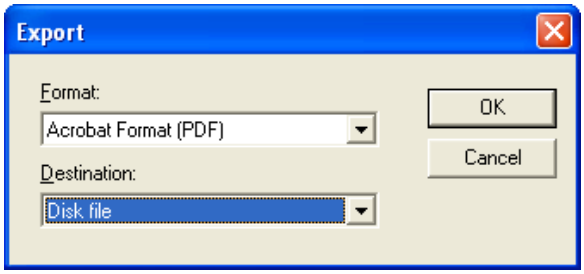


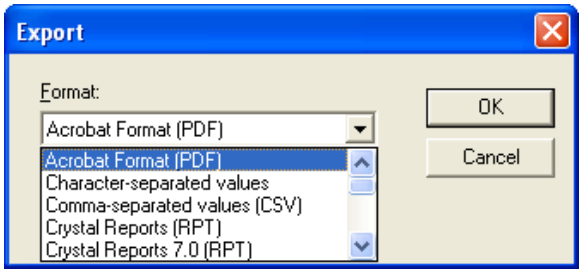
Reports

Export a Report



To **export** a report to an external application, click the "Export" button on the top left of the Report Viewer screen. The following window will then pop-up:





Format
Select the desired format from the dropdown list. The format options available are determined based upon your workstations installed applications and default settings.

Destination
Select destination of the file export.
- Select "Application" if you wish to view the exported report in the external program. You may then edit, print and save the report as you desire. Changes made to an exported report are NOT saved in FireFiles.
- Select "Disk File" to save the exported report directly to your local or network drive without viewing the exported report.

Requests for Approval

Report Approval Process

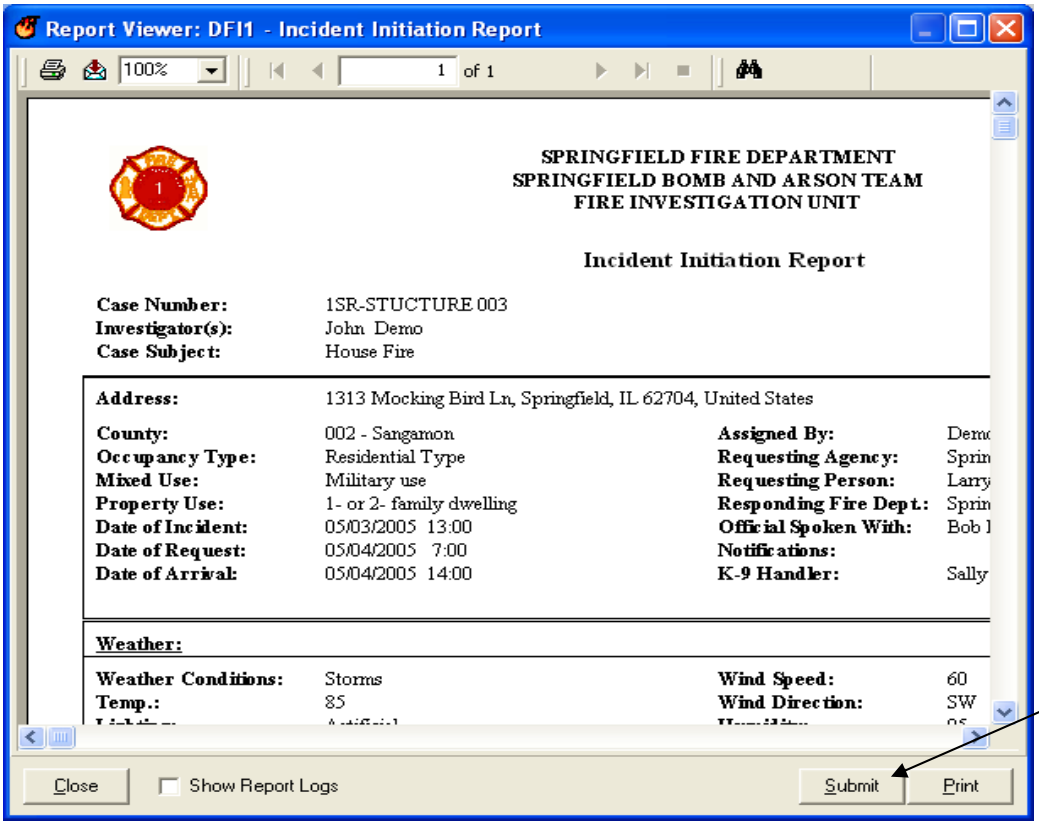
The purpose of this section of the user manual is to describe the FireFiles Report Approval Process. In short, Investigators are able to not only generate and print reports as described in the New Reports section of the user manual, but they also have the ability to submit their reports to an Approval User. This Approval User will then either approve the report as-is or will return the report with comments on changes that are required for approval.

There are 2 users that may submit reports for approval for any given case:

1) The lead investigator assigned to the case
2) The K-9 Handler assigned to the case (if an Internal examination)

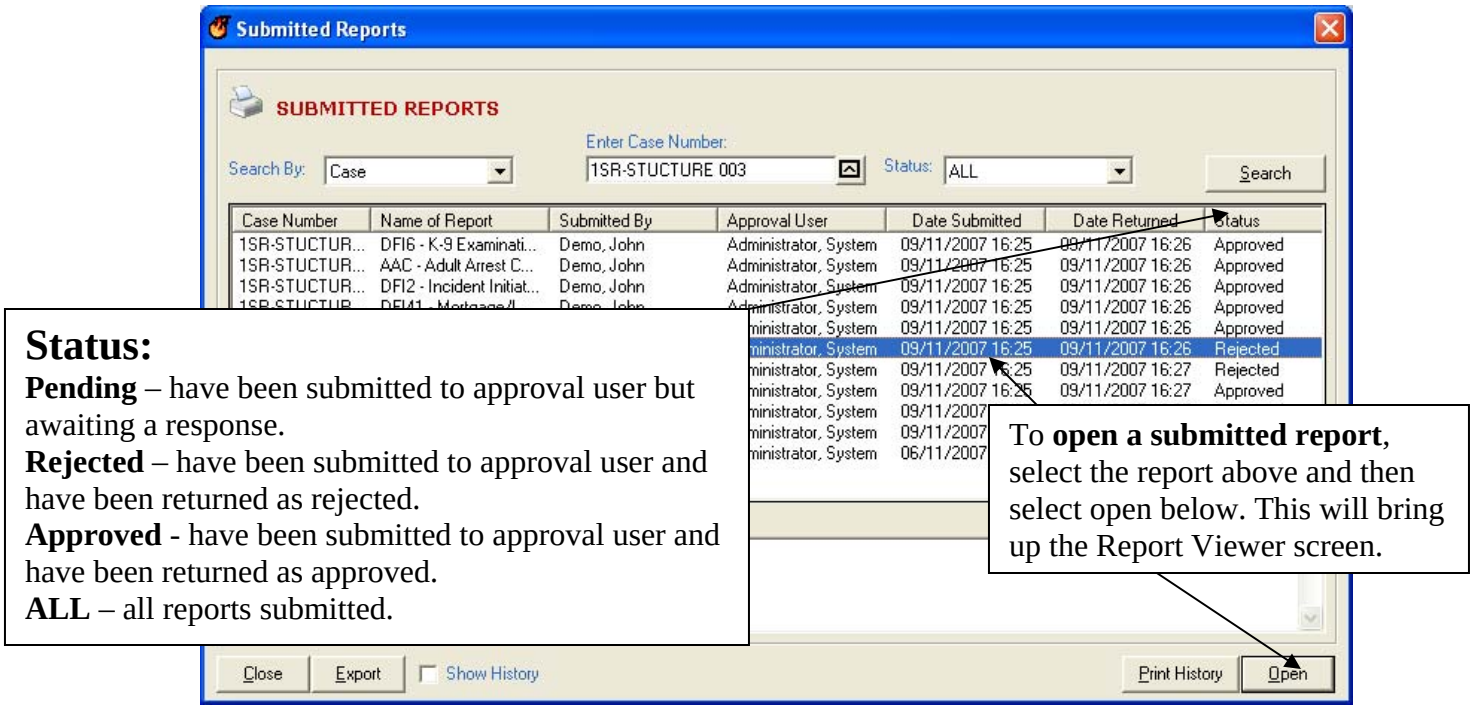
The System Administrator assigns an Investigator's Approval User. This Approval User will receive all reports submitted for approval by the Investigator(s) and then will either approve the report as-is or will return the report with comments on changes that are required for approval.

To **begin the report approval process**, an investigator will open a report in the main Reports section of FireFiles and click "Submit" as seen here:



This must be done for each report that the investigator wishes to submit for approval.
When you login to FireFiles, you may check reports that were submitted for approval by going to the top system menu >> REPORTING >> SUBMITTED REPORTS (investigator) or REQUESTS FOR APPROVAL (approval user) as seen here:

Submitted Reports

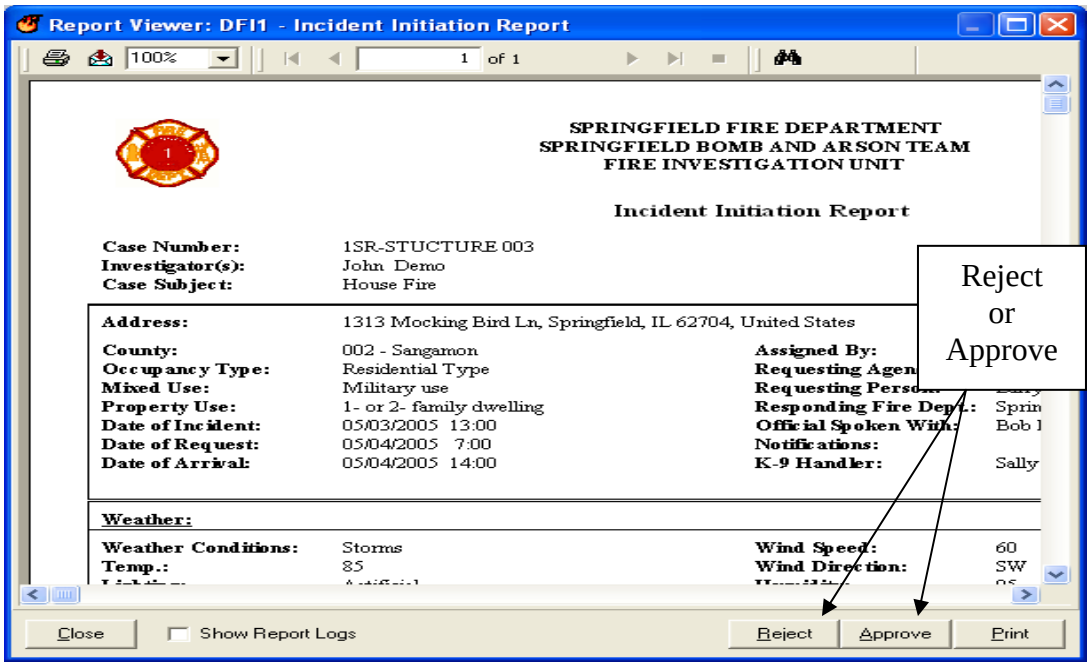


Status:

Pending – have been submitted to approval user but awaiting a response.
Rejected – have been submitted to approval user and have been returned as rejected.
Approved - have been submitted to approval user and have been returned as approved.
ALL – all reports submitted.

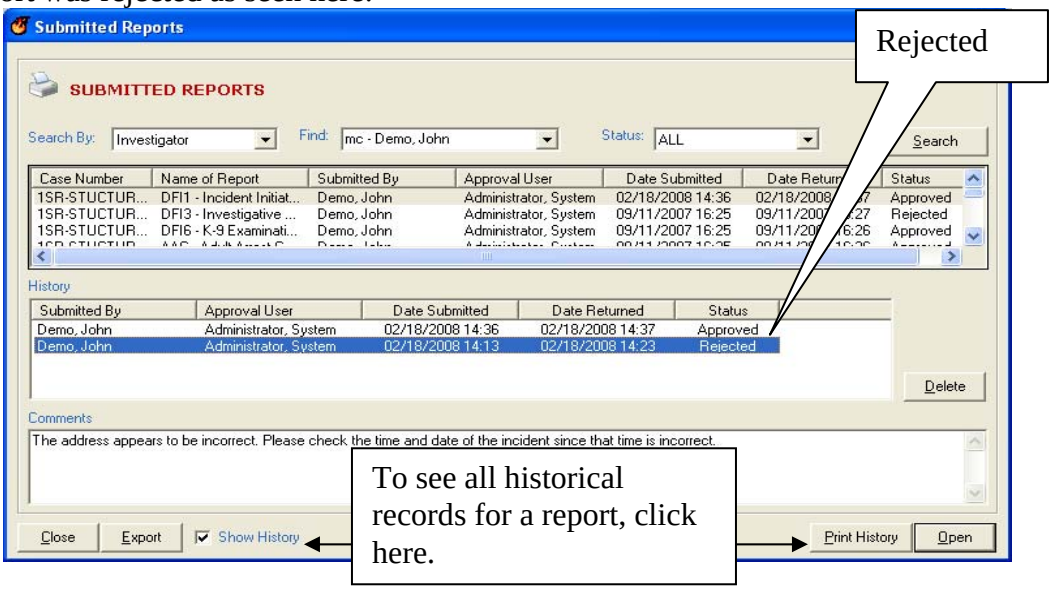
To **open a submitted report**, select the report above and then select open below. This will bring up the Report Viewer screen.

To **review a submitted report** once opened (as below), the Approval User may either **Approve** the report as-is or **Reject** the report and add rejection comments when prompted.



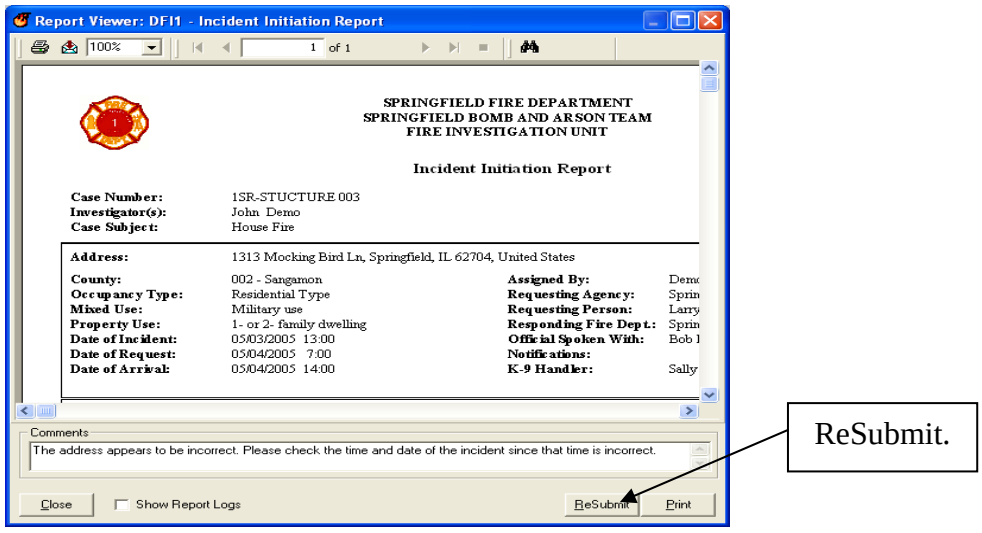
If **Approved**, a time and date stamp will be displayed in the "Date Returned" tab with a status of Approved. Upon approval, a **digital signature** for both the investigator and approval user as well as a date stamp for date submitted and approved will be displayed on the bottom of the last page of a report. Digital signatures are optional. See your system administrator for more information.

If **Rejected**, a time and date stamp will be displayed in the "Date Returned" tab with a status of Rejected as shown below. When rejected reports are selected and the "Show History" checkbox is selected (bottom left), the investigator will be able to view comments from their approval user as to why the report was rejected as seen here:


Submitted Reports
SUBMITTED REPORTS
Search By: Investigator
Find: mc - Demo, John
Status: ALL
Search
Case Number
Name of Report
Submitted By
Approval User
Date Submitted
Date Returned
Status
1SR-STUCTUR... DFI1 - Incident Initiat... Demo, John Administrator, System 02/18/2008 14:36 02/18/2008 14:37 Approved
1SR-STUCTUR... DFI3 - Investigative ... Demo, John Administrator, System 09/11/2007 16:25 09/11/2007 16:27 Rejected
1SR-STUCTUR... DFI6 - K-9 Examinati... Demo, John Administrator, System 09/11/2007 16:25 09/11/2007 16:26 Approved
History
Submitted By
Approval User
Date Submitted
Date Returned
Status
Demo, John Administrator, System 02/18/2008 14:36 02/18/2008 14:37 Approved
Demo, John Administrator, System 02/18/2008 14:13 02/18/2008 14:23 Rejected
Delete
Comments
The address appears to be incorrect. Please check the time and date of the incident since that time is incorrect.
Close
Export
Show History
Print History
Open
Rejected
To see all historical records for a report, click here.

When a history item is selected as seen above, you may **print all historical records** of this report including rejection comments by clicking "Print History". Further, if necessary, you may **delete a report history** by clicking "Delete" to the right of the history section.

To **make changes to a rejected report**, the investigator should return to the portion of the FireFiles case that needs editing and make the necessary changes to move toward approval (*see Report Descriptions section to see where information can be edited in FireFiles*). After these changes are made, you open the report (from either the Submitted Reports screen or the main Reports screen) and resubmit the report by clicking the "ReSubmit" button at the bottom of the Report Viewer screen as seen here:



This process will continue until the approval user is satisfied with the report and returns the report as Approved.

Report Descriptions

FireFiles automatically fills out DFI reports based on data that is entered in the various screens and stored in the system database. This portion of the user manual serves to identify where this information comes from precisely to make your reports easier to edit and understand during the course of your casework. ***For your information, DFI is meant to generically stand for "Department / Division of Fire Investigation".***

DFI 1 Incident Initiation Report
Case: General
Case: Details
Weather
Fire Details
Incendiary Devices

DFI 2 Incident Initiation Report Supplement
Evidence: Photos
Evidence: Physical
Evidence: Sketch/Misc
People (Photographer only)
Interviews - DFI4 is the formal interview report.
Reports/Documents Received By R/I That are Relevant to Case

DFI 3 Investigative Report
This report is generated from the Narratives screen. This only includes the main narrative of the case. Supplements are found in DFI5.

DFI 4 Report of Interview
This is the formal interview report. Information contained herein comes from a combination of the People screen and the Interviews screen.

DFI 5 Investigative Report Supplement
This report is generated from the Narratives screen. This only includes the supplemental narratives of the case. The main narrative is found in DFI3.

DFI 6 K-9 Examination Report
Case: General
Case: Details
People (Victim only)

DFI 7 Case Action Report
Adjudication info comes from a combination of the Arrest cards and People screen.
Status Change comes from the Case Action screen.

DFI 8 Case Report Management
This report identifies a check-off list to show what reports should be included within a single case. (The tabs with data).

DFI 9 Consent to Search and Remove Evidence
Consent form to sign for the approval of inspection and / or removal of evidence.

DFI 10 Voluntary Statement
Form the document and sign a voluntary statement.

DFI 10b Voluntary Statement, Con't
A continuation form with blank lines and witness signatures for additional voluntary statement documentation.

DFI 11 Custodial Interrogation Miranda Warning
Signature waiver form identifying Miranda rights.

DFI 12 Juvenile Miranda Warning
Same as above only specifically for a juvenile.

DFI 13 Film Cartridge and Canister ID Label
ID labels meant to be run on Avery label sheets. Includes case # and date.

DFI 14 Evidence Label
ID labels for Evidence to identify chain of custody of evidence. Includes Case # and date.

DFI 15 Leave / Activity Sheet
Chart to manually identify times and activities of the investigator.

DFI 16 Communications Request
Communication request form identifying/requesting repairs or replacement of equipment.

DFI 17 Duty Investigator Request
Form to utilize a formal investigator request.

DFI 18 Speaking Engagement Demonstration
Template form to document a class or speaking engagement.

DFI 19 Accelerant Detector Dog Training Log
Dog training log.

DFI 20 Evidence Property Inventory Receipt
Blank log to document evidence exhibits and history.

DFI 23 Fax Transmission Cover Sheet
Fax cover sheet with Department and division identification and phone #.

AAC Adult Arrest Card
All information contained herein comes from the Adult Arrest Card screens (front and back).

JAC Juvenile Arrest Card
All information contained herein comes from the Juvenile Arrest Card screens (front and back).

DFI 26 Case Summary Report
This report compiles a group of cases in your system by a date range you specify. Results display Case Number, Date of Fire, Investigator, Address, City, County, Fire Cause and Case Status for all cases with a date of fire within your specified range.

DFI 27 Wildland Fire Report
All information contained herein comes from the Wildland Fire Information screen.

DFI 29 Insurance Report
Insurance: General
Insurance: Details

DFI 30 Adult Report
All adult people from the People screens. Includes relation to case, address, profile and social security number.

DFI 31 Juvenile Report
All juvenile people from the People screens. Includes relation to case, address, profile and social security number.

DFI 32 Summary by Property Use
Total investigations broken down by Property Use for a specified date range. Also included total injuries and fatalities for date range.

DFI 33 Summary by Investigator
Totals by Fire Cause, total investigations, total arrests. Broken down by month for a specified year for each investigator on your system.

DFI 34 Investigator Activity Report
Summary of an investigator's activities and total trip mileage for a specified date range.

DFI 35 Investigator Activity Report by Type
Summary of an investigator's activities broken down by Activity Type for a specified date range.

DFI 36 Loss Summary Report
Total of property and contents loss by date range. Sorted based upon Incident Cause.

DFI 38 Motivation Summary Report
Total investigations broken down by juvenile and adult motivation factors.

DFI 39 Drug Related Loss Summary Report
For cases with a suspected or confirmed Meth Lab in the Structure or Vehicle screens, this report gives the total of property and contents loss by date range. Sorted based upon Fire Cause.

DFI 40 Arrest Summary Report
Total number of arrests and charges filed broken down by action code within a specified date range.

DFI 41 Mortgage/Loan Report
Mortgage/Loan Information.

DFI 42 Case Photo Report
This report will take the digital photos that have been added to the "Evidence: Photos" screen and format these photos and descriptions on a color report. Images will be resized to fit six photos per page on the report but the aspect ration will be preserved.
Please note: Photos added to the "Files" screen will NOT be included on this report.

DFI 43 Submitted Reports Report
Log record of all reports that have been submitted to the supervisor for approval.

DFI 44 Vehicle Information
All detail information involving each vehicle involved in the incident investigation.

DFI 45 Structure Information
Detailed information of each structure involved in the incident investigation.

DFI 47 Evidence Catalogue
Report identifying each piece of evidence collected in the incident investigation.

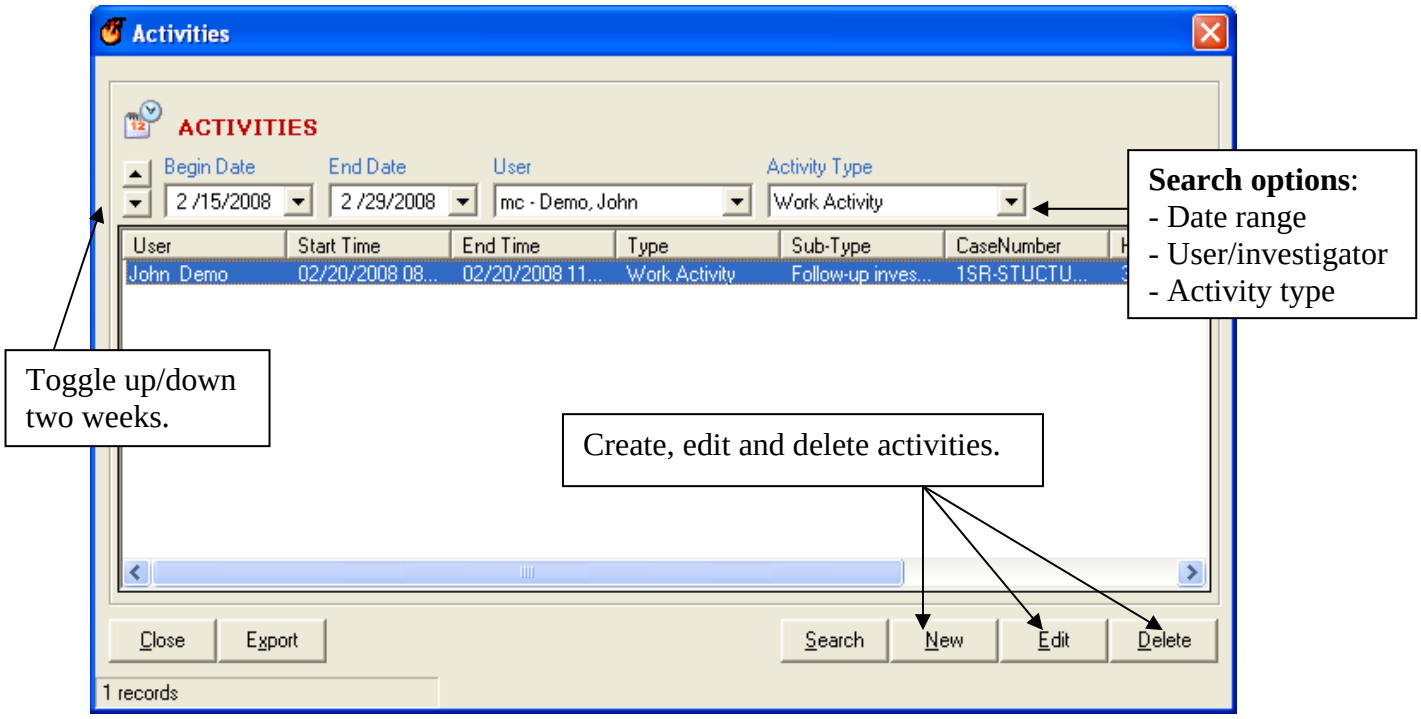
DFI 48 Bomb Report
All identifying information concerning each bomb, details, components and subcompents.

DFI 49 Return of Arson Offenses Known to Law Enforcement
Monthly report identifying totals within a given time frame for City Management.

DFI 50 Monthly Activity Report
Total of each activity performed within the division within a given time frame.

DFI 51 Evidence Transfer Report
Report identifying the name, history and details of all evidence collected within a single incident.

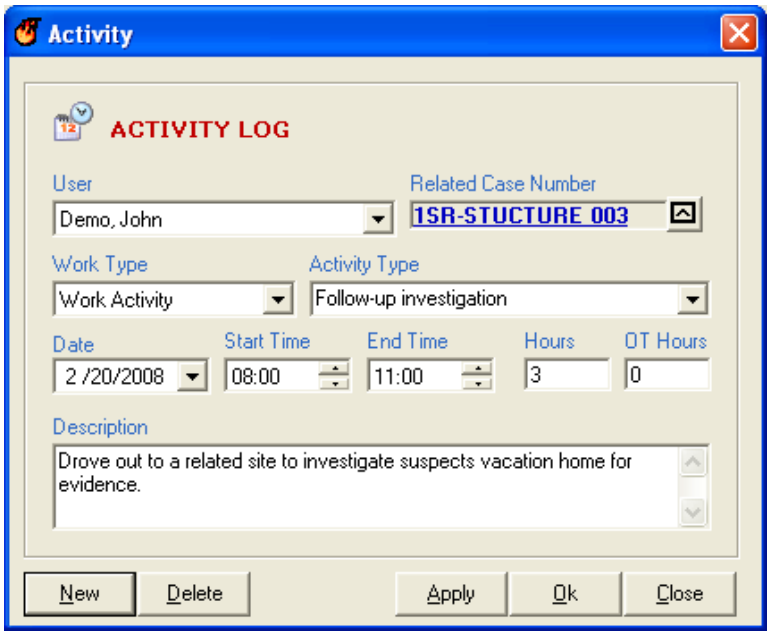
Activities *Activities*



All investigators can enter activity logs (work and leave activities) and link them to cases where appropriate. Summary reports including compiled activity logs for investigators and entire team are available in the Reports section.

To get to Activities, go to the top system menu >> ACTIVITIES >> ACTIVITY LOGS

To **create a new activity log**, click the "New" button above (bottom right). This will bring up the following screen:



Field Name	Description
User	Select from the dropdown of users on your system.
Related Case Number	Click the "search" button to find the case number you wish to attach (OPTIONAL).
Work Type	Select from the dropdown list.
Activity Type	Select from the dropdown list. These options will be based upon your response in the Work Type dropdown.
Date	Select the date of the activity.
Start / End Time	Time that activity began and ended.
Hours	Regular hours spent in performance of activity.
OT Hours	Overtime hours spent in performance of activity.
Description	Brief description of activity performed.

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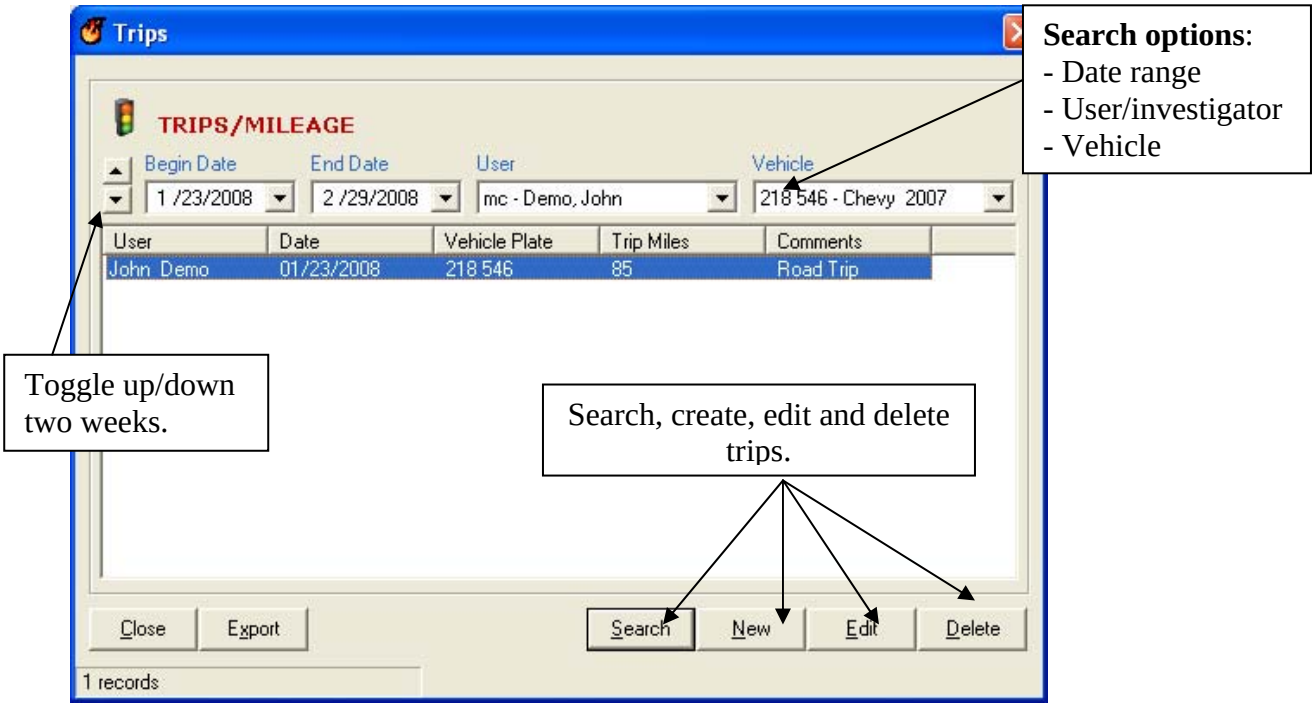
Activities Trips ***Trips/Mileage***

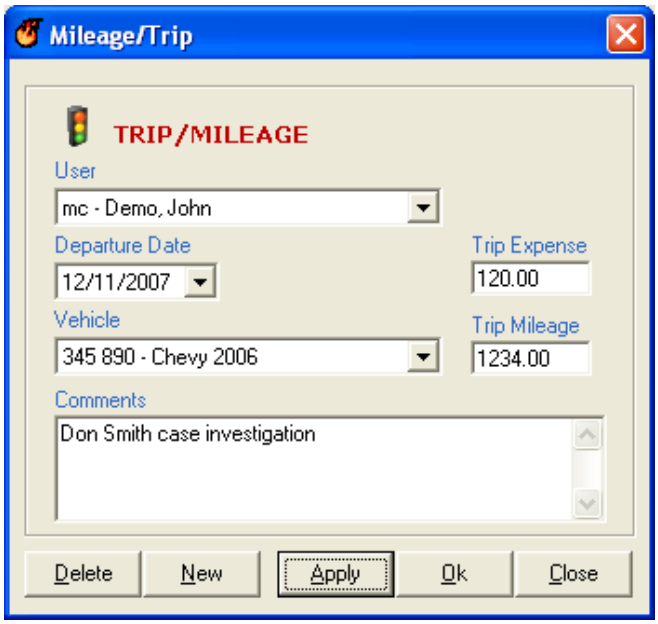


All investigators can enter trips. To get to Trips, go to the top system menu >> ACTIVITIES >> TRIPS

To **create a new trip**, click the "New" button above (bottom right). This will bring up the following screen:

Trips

Mileage / Trip

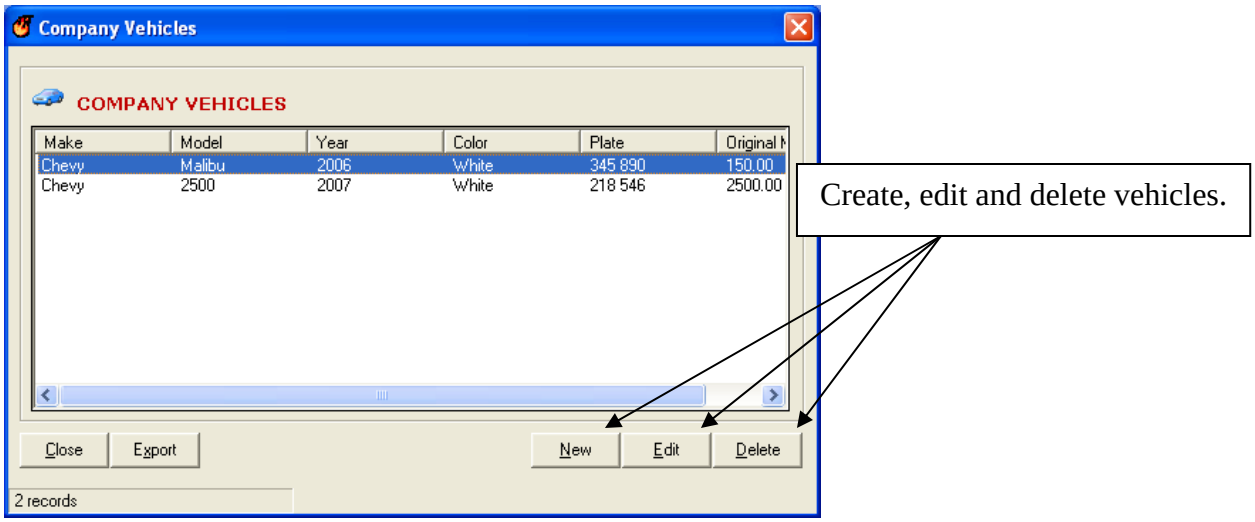


Field Name	Description
User	Select from the dropdown of users on your system.
Departure Date	Date trip began.
Trip Expense	Total monetary expense or trip.
Vehicle	Select a vehicle from the dropdown list. This requires that vehicles are entered into the system. See below on for instructions.
Trip Mileage	Total trip mileage. Be precise as this will calculate a running total of actual mileage for your company/agency vehicle.
Comments	Any trip description or comments.

To **add/edit vehicles** for your system go to top system menu >> SYSTEM >> COMPANY VEHICLES

System Company Vehicles

Company Vehicles

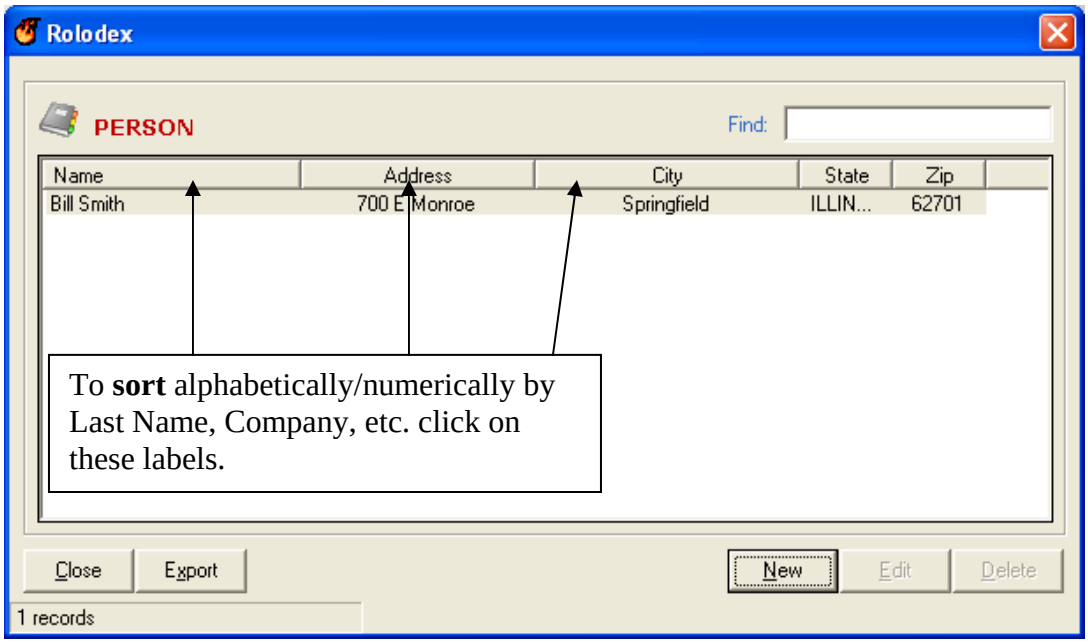


If tracking mileage for the vehicles utilized within the unit is a useful tool, (possibly when traveling out of our jurisdiction), this would be a useful tool.

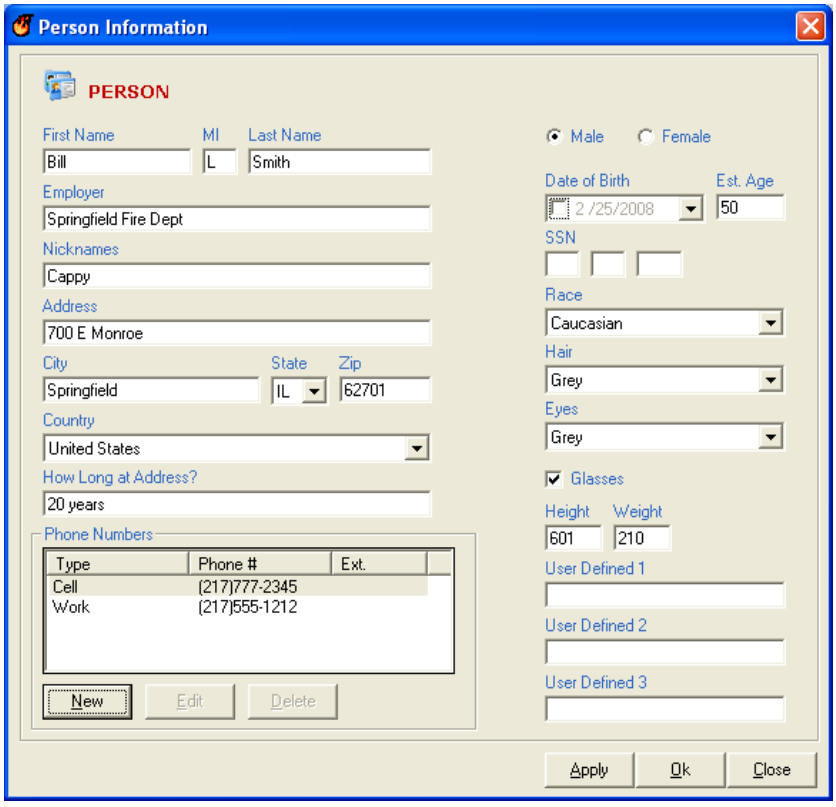
After the entries are made, the information can then be exported (to possibly EXCEL where mileage calculations could be set up.

Communication | Rolodex

Rolodex Screen

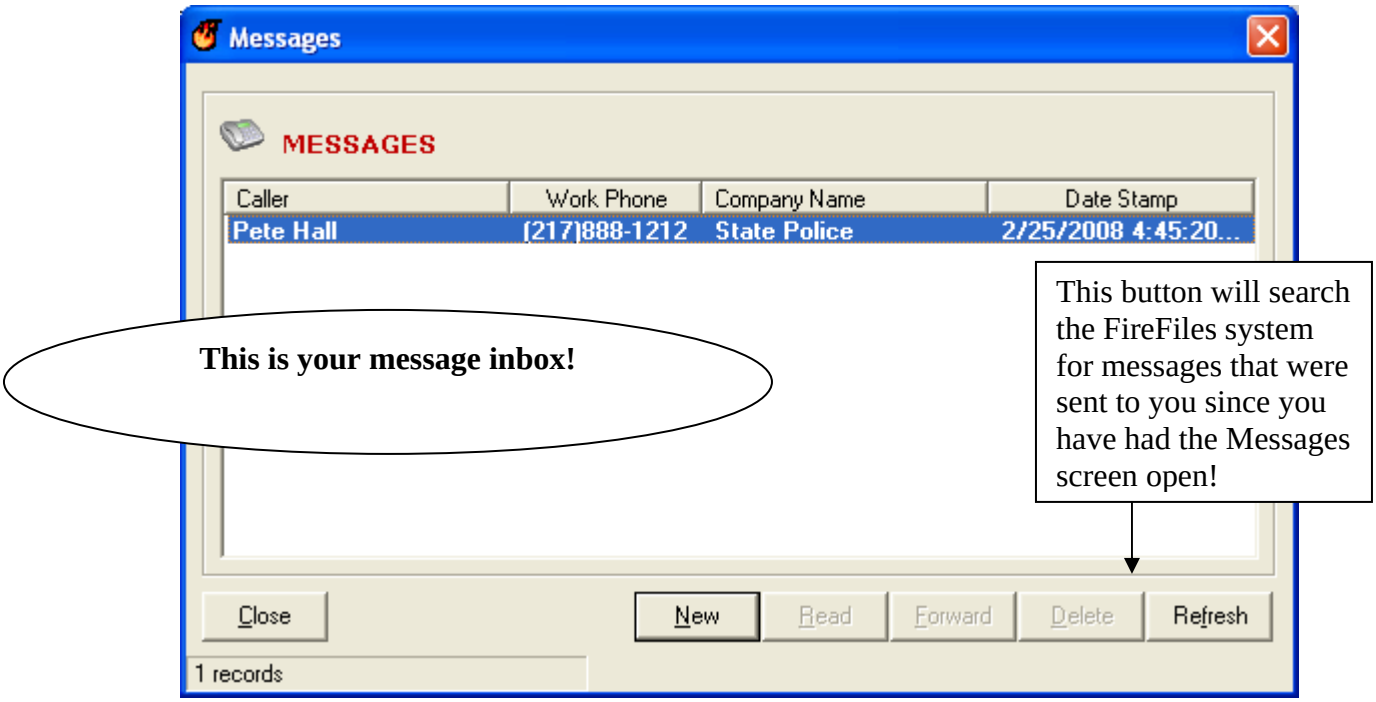


The **Rolodex** is used for collecting and referencing individual and company contact information associated with many areas of your fire investigations.
You have 3 abilities relating to this screen: Add, Edit, or Delete contacts from the Rolodex screen.



There are a number of **Sort & Search** abilities available in the Rolodex screen to help you more easily manage and find your contacts.

Communication | Phone Messages Messages Screen



This screen is accessed from the top system menu

>> **COMMUNICATIONS >> PHONE MESSAGES**

System users may read, send, and forward phone messages from this screen.

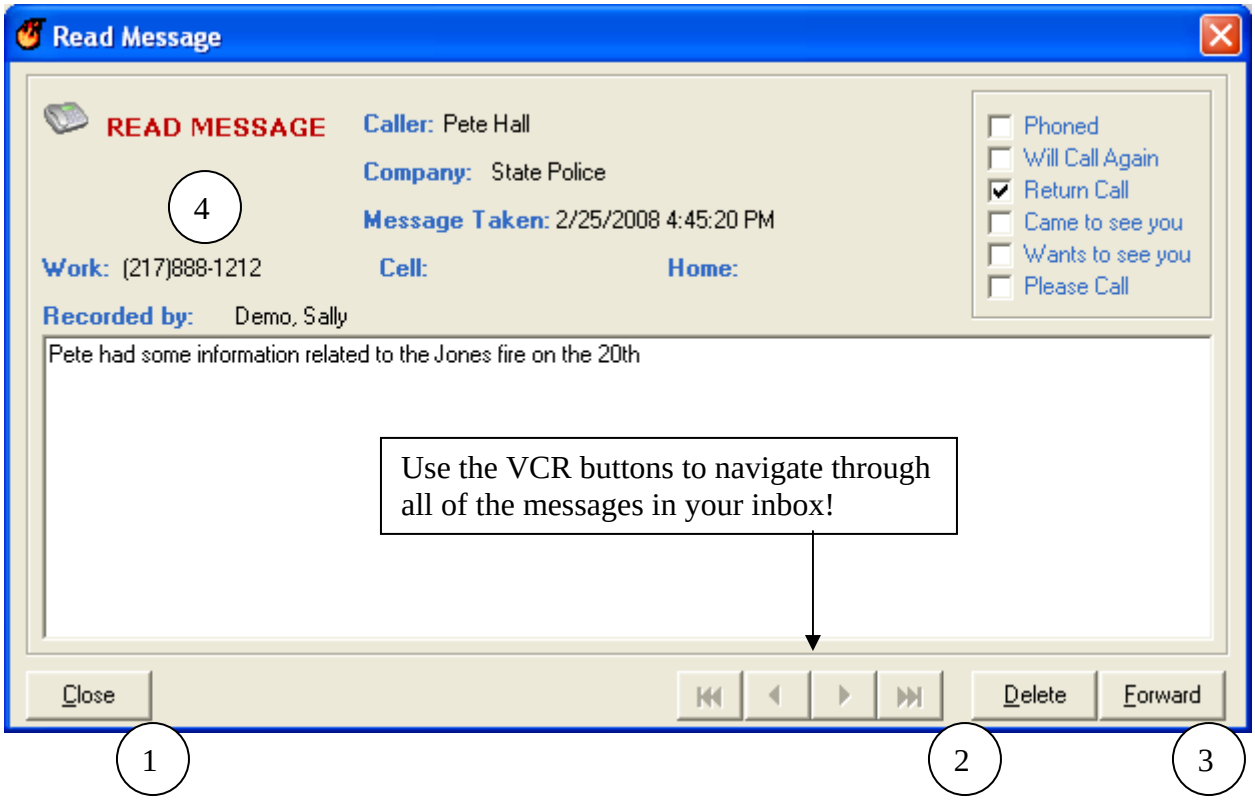
Your current messages are displayed in the **message inbox** as shown above.

To **read** a message that is waiting in your inbox, highlight the desired message in your inbox and click the “Read” button at the bottom of the screen. Once opened, a message will be displayed as shown on the next page.

You have 4 options on what you can do with an opened message

Phone Messages

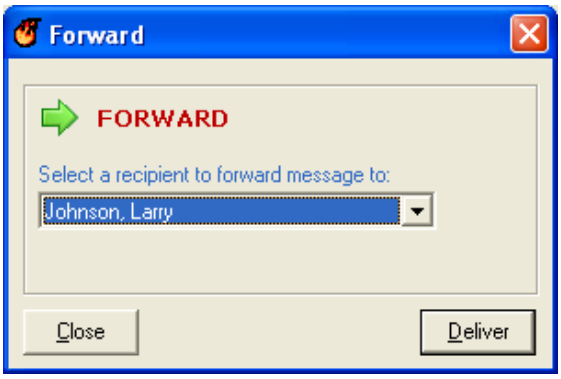
Read Messages



1. You may **close** the message. The message will remain in your inbox until deleted.

2. You may **delete** the message.

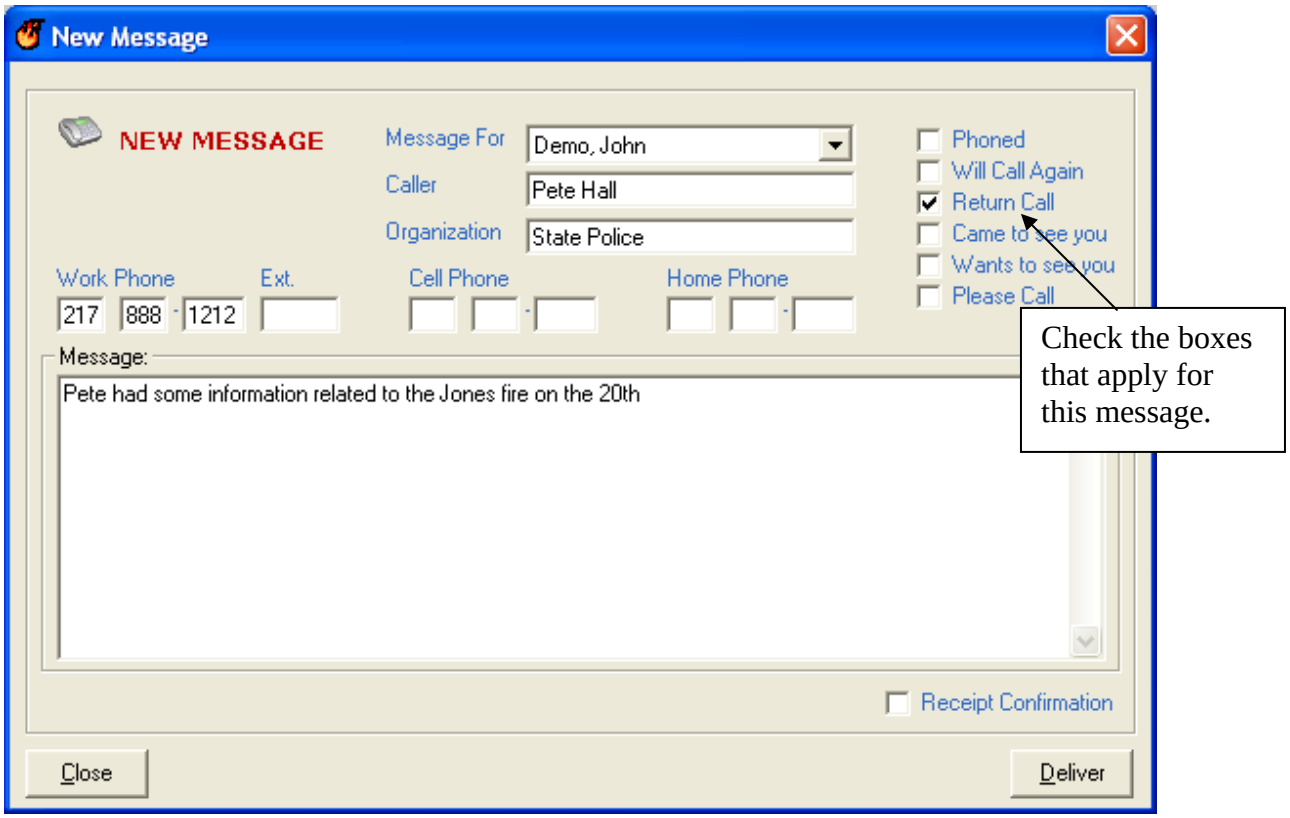
3. You may **forward** the message to another user on your FireFiles system. Select the user you wish to forward the message to by selecting from the dropdown and clicking "Deliver" as shown here:



Phone Messages

New Message

To **send a new message** to another user on the system, click the "New" button at the bottom of your message inbox screen. A New Message screen will appear as shown below (field descriptions on this "New Message" screen follow.)



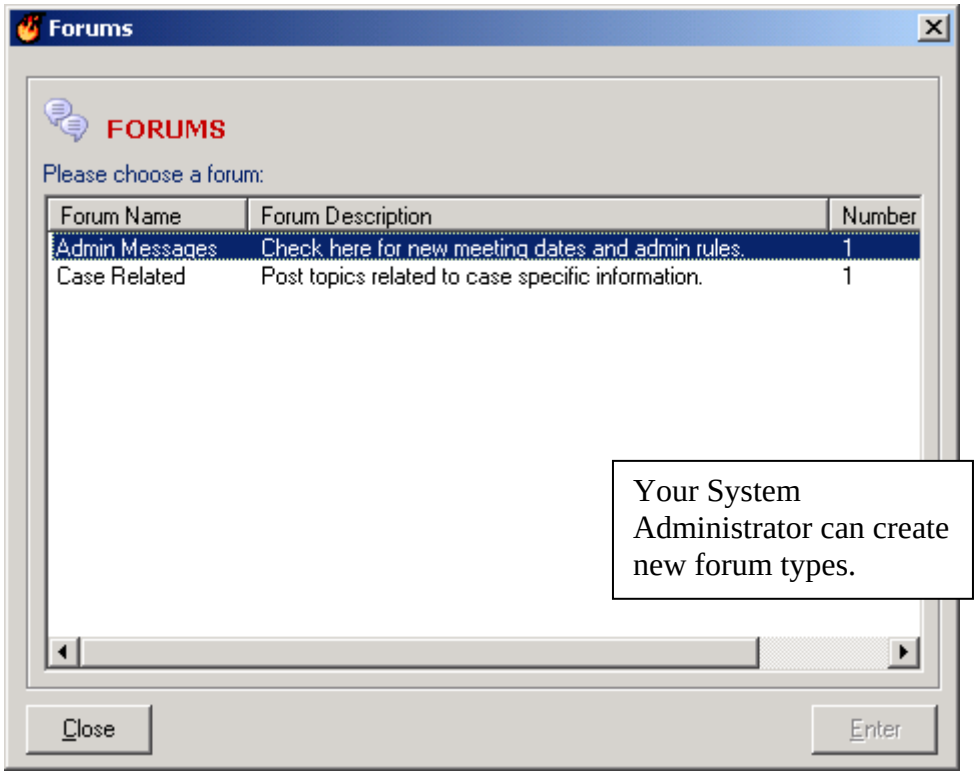
Field Name	Description
Message For	Select the user in your system that the message will be delivered to from the dropdown.
Caller	Enter the name of the caller.
Organization	Enter the company, agency, organization, department, etc. that apply to the caller.
Work/Cell/Home	Enter all contact numbers that apply.
Message text box	Enter the message text here.
Receipt Confirmation	Check this box in order to receive a confirmation when your message is opened by the receiving user. This confirmation will be delivered to your message inbox.

Click "Deliver" to **deliver** the message with or without receipt confirmation enabled.

Click "Close" to **close** this message without delivering or saving.

Communication | Forums

Forums Screen



This screen is accessed from the COMMUNICATIONS … FORUMS system menu.

Forums are available for all of the users on your system for reading, responding and posting new topics of interest.

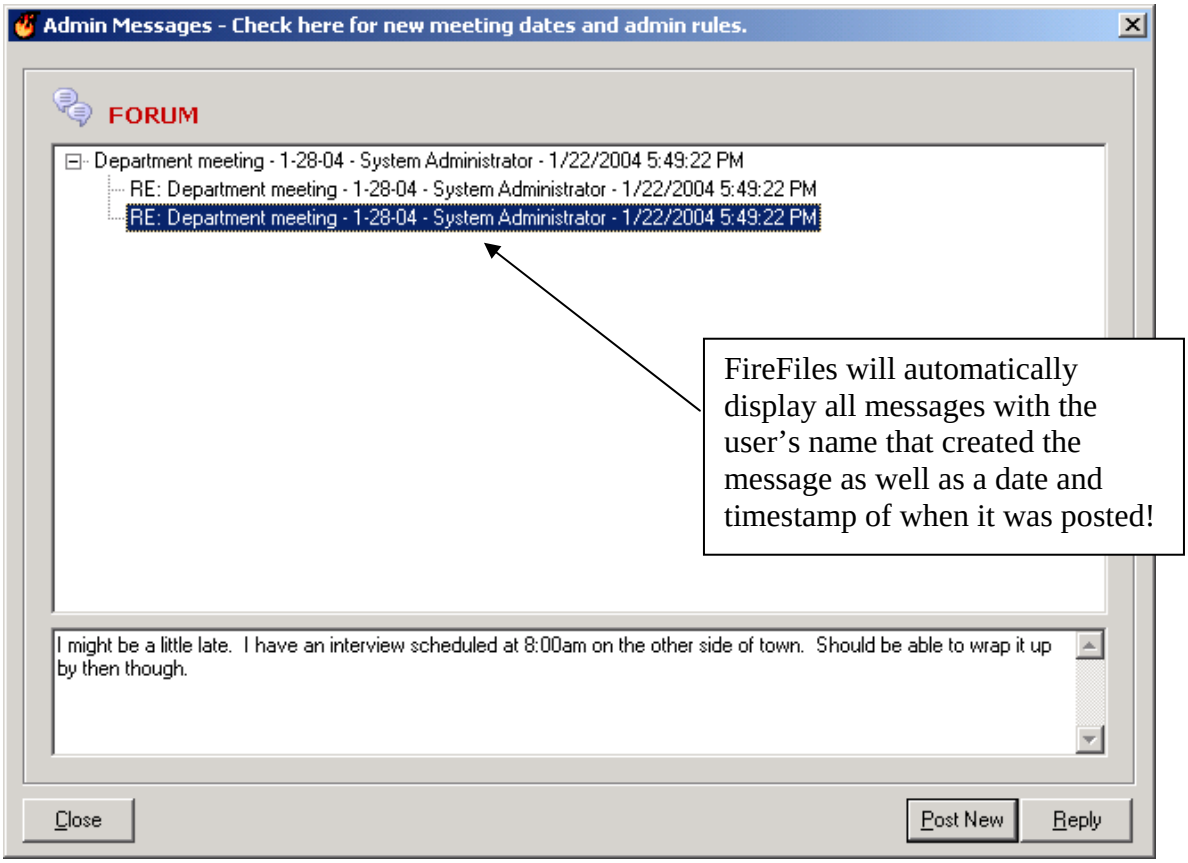
This screen displays all available Forum names and the relating descriptions. In order to **enter** a forum, highlight the one you want, and then click the "Enter" button at the bottom of the screen.

<Page Down> for directions on participating in user forums.

Forums

User Forums

Once you have entered a forum, the following Forum screen will appear:

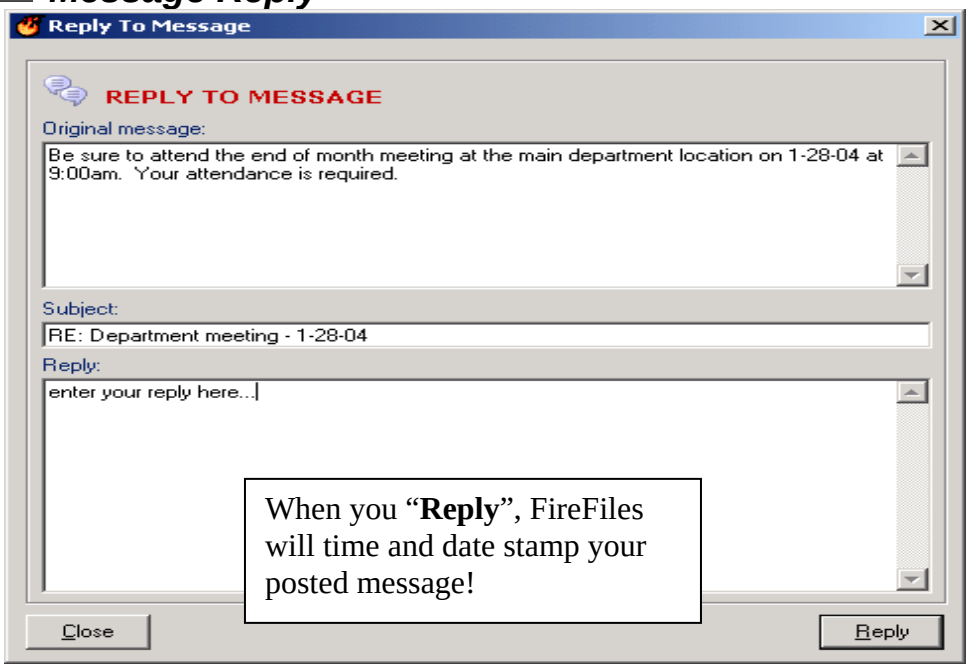

Admin Messages - Check here for new meeting dates and admin rules.
FORUM
Department meeting - 1-28-04 - System Administrator - 1/22/2004 5:49:22 PM
RE: Department meeting - 1-28-04 - System Administrator - 1/22/2004 5:49:22 PM
RE: Department meeting - 1-28-04 - System Administrator - 1/22/2004 5:49:22 PM
FireFiles will automatically display all messages with the user's name that created the message as well as a date and timestamp of when it was posted!
I might be a little late. I have an interview scheduled at 8:00am on the other side of town. Should be able to wrap it up by then though.
Close
Post New
Reply

You have 3 options from the Forum screen:

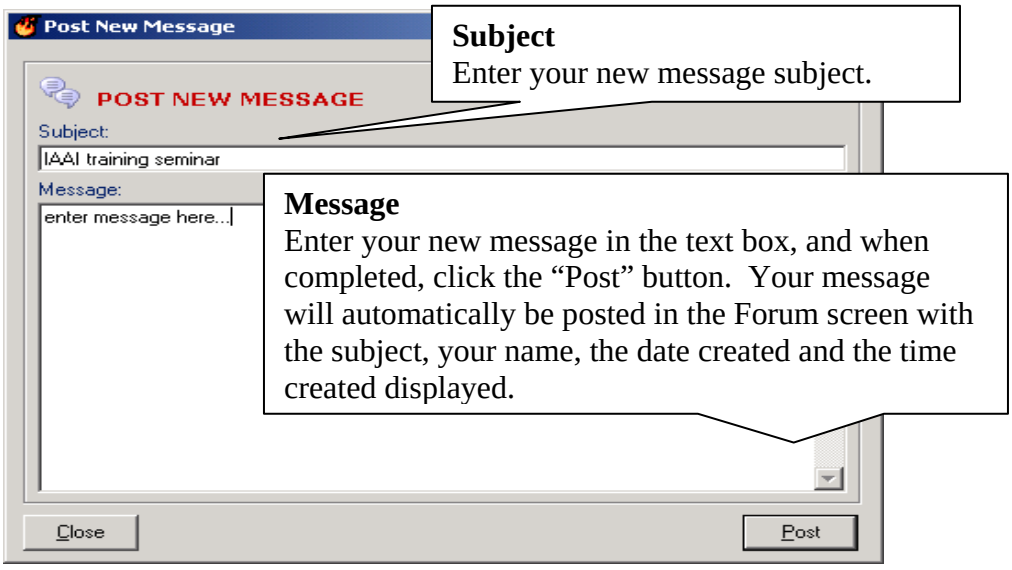
Field Names	Description
Read Messages	To read a message (either a topic or a reply), you select the message you wish to see on the top half of the Forum screen. The full message will then be displayed in the text box in the bottom half of the screen. If a message has one or more replies posted, a plus sign will appear to the left of it. To view all of the replies, click the plus sign. Alternately, click the minus sign to the left of the message to minimize its replies.
Reply to a Message	Once you have selected a message from the left of the Forum screen, click the "Reply" button to create your reply message. Once you have done so, this screen will appear:
Post a new message	To post a new message, click the "Post New" button at the bottom of the Forum screen.

Forums

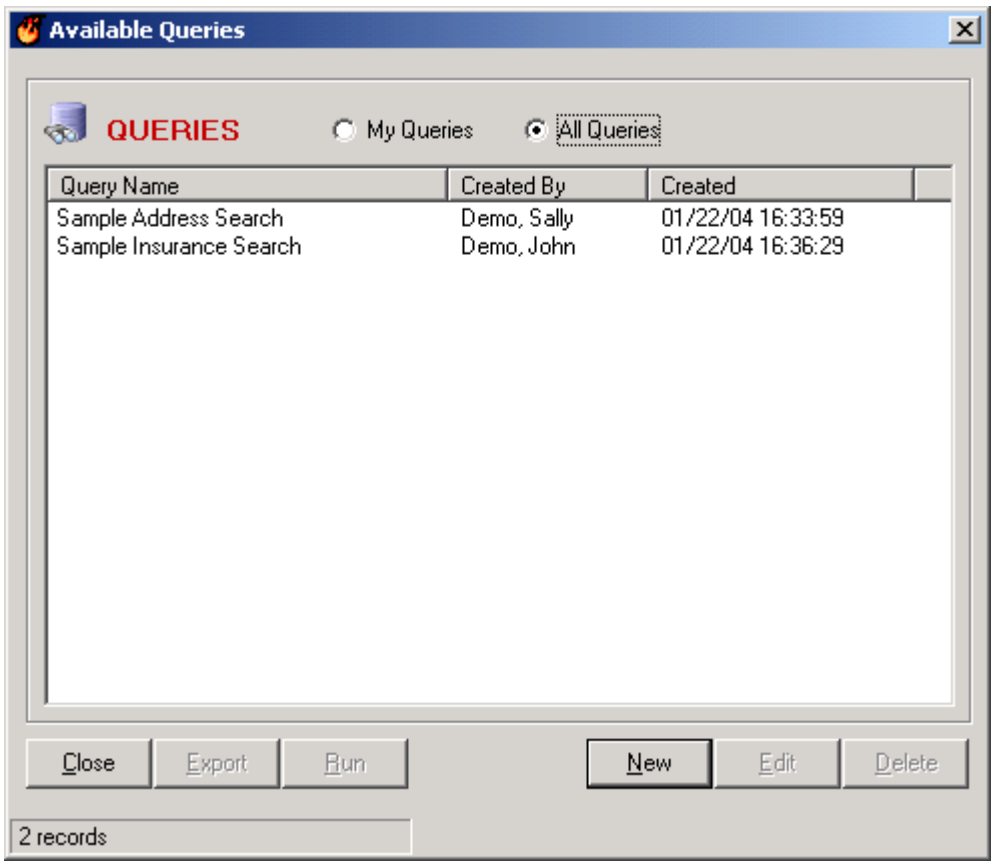
Message Reply


Reply To Message
REPLY TO MESSAGE
Original message:
Be sure to attend the end of month meeting at the main department location on 1-28-04 at 9:00am. Your attendance is required.
Subject:
RE: Department meeting - 1-28-04
Reply:
enter your reply here...
When you "Reply", FireFiles will time and date stamp your posted message!
Close
Reply

Field Names	Description
Original Message	Automatically displayed by FireFiles.
Subject	Automatically displayed by FireFiles (prefaced with RE:).
Reply	Enter your reply in the text box and when completed, click the "Reply" button. Your message will automatically be posted in the Forum screen with the subject, your name, the date created and the time created displayed.


Post New Message
POST NEW MESSAGE
Subject:
IAAI training seminar
Message:
enter message here...
Subject
Enter your new message subject.
Message
Enter your new message in the text box, and when completed, click the "Post" button. Your message will automatically be posted in the Forum screen with the subject, your name, the date created and the time created displayed.
Close
Post

Reports | Queries ... **Query Builder**



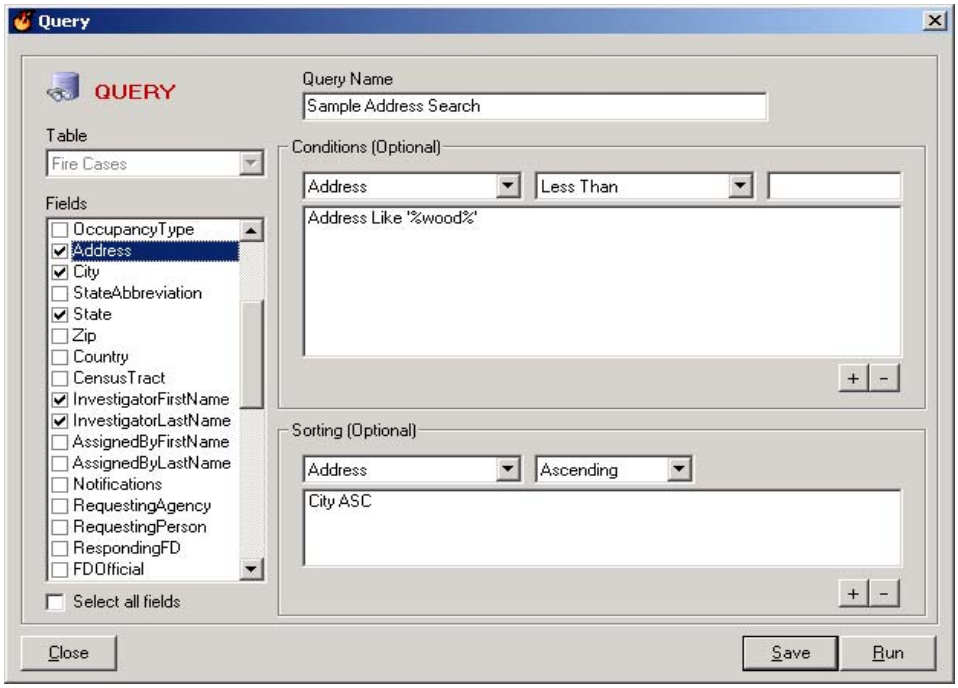
This function will allow you to search data on your system. To open this screen, go to the top menu: REPORTS >> QUERIES.

The Queries Screen above shows all saved queries. You have the ability to view "All Queries" on your entire system or just "My Queries" which are those that were originally created by the user you are logged in to FireFiles as.

From this screen, you may:

1) Create a new query by clicking the "New" button.
2) Double-click on an existing query to view/edit the parameters of the search.
3) Highlight an existing query and export results found currently in your system to MS Excel by clicking the "Export" button.
4) Highlight an existing query and run it and view results in FireFiles by clicking the "Run" button.
5) Highlight an existing query and delete it by clicking the "Delete" button.

Queries ... ***Create/Edit Query***



Steps for creating/editing a query:

1) **Query Name:** Enter a title for the search. **All queries you built before they are run**.
2) **Table:** Select to search from the dropdown
3) **Conditions:** Insert/remove query
   - Select field to be searched from the dropdown
   - Select condition parameter from the dropdown (details below for parameter definitions)
   - Enter numeric and/or text to be searched
   - Click the "+/-" button to add/remove conditions
   - Repeat if necessary for multiple condition searches
4) **Sorting** options:
   - Select field to sort your results based on from the dropdown
   - Select Ascending/Descending from the dropdown
   - (Ex. "City –> Ascending" will sort results alphabetically by city name beginning with A to Z.)
   - Click the "+/-" button to add/remove options
   - Repeat if necessary for multiple option sorts
5) "**Fields**": Select fields for your query checking / unchecking "**Select all fields**".
6) "**Save**": To save your conditions.
7) **"View Results":** Click "RUN".

Queries

Query Parameter Definitions

Below you will find descriptions for using the condition parameters in the Query Builder.

Less Than
Finds results that are lower in alphabetical or numeric order from your entry. Entries can be numbers or letters.

Greater Than
Finds results that are higher in alphabetical or numeric order from your entry. Entries can be numbers or letters.

Like
Finds results that contain your entry but are not limited to a precise match. The wildcard (%) can be used to help broaden a Like search. Placement of the wildcard is key for accurate results. Here are some examples of the use of the wildcard:

> *Placing the wildcard after your entry will return results including your entry and anything after your entry.*
> Ex: "**wood%**" will find "Woodland", "Woodington" and "Wood" but will not find "614 Woodland" or "Ashwood".
>
> *Placing the wildcard before and after your entry will return results including your entry and anything before or after your entry.*
> Ex: "**%wood%**" will find "Woodland", "Woodington", "Wood", "614 Woodland" and "Ashwood".

*The wildcard (%) should only be used with the **Like** parameter.*

Equal To
Finds results that are a precise match with your entry. Matches are not case sensitive but may be affected by misspellings or inverted numbers. Entries can be numbers or letters.

Not Equal To
Finds results that are NOT a precise match with your entry. Matches are not case sensitive but may be affected by misspellings or inverted numbers. Entries can be numbers or letters.

Less Than OR Equal To
Finds results that are lower or matching in alphabetical or numeric order from your entry. Entries can be numbers or letters.

Greater Than OR Equal To
Finds results that are higher or matching in alphabetical or numeric order from your entry. Entries can be numbers or letters.

Queries ...

Query Results